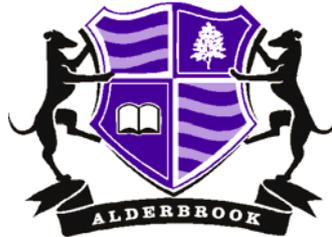


# Alderbrook School



## HEALTH & SAFETY POLICY

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## PART ONE - ALDERBROOK HEALTH AND SAFETY POLICY

### 1.1 Introduction

Alderbrook (the School) is committed to maintaining a healthy and safe place of work for all its employees, as well as taking all reasonable steps to ensure that the public and the environment (which may be affected by its work) are exposed to the lowest practicable level of risk.

The School recognises that:

- it has a moral duty to take all reasonable steps to prevent people being harmed;
- accidents cost money, particularly in terms of lost time, repairs and investigations, and increasingly such costs have to be met from limited budgets;
- it has a legal duty imposed by the Health and Safety At Work Act and other Regulations to provide a safe place of work, safe plant and equipment, safe systems of work, a safe working environment, adequate facilities, safe methods of handling, storing and transporting goods, information, instruction and training; and take reasonable care of the health and safety of others.

High standards of health and safety reduce harm and losses, improve our overall performance and make good business sense.

### 1.2 The School's approach to Managing Health and Safety

This Health and Safety Policy is the School's overarching document for Health and Safety and provides a comprehensive picture of how the School complies with its legal obligations and takes responsibility for managing health and safety risks effectively, using a structured and cost effective approach.

This Policy has been prepared in compliance with the requirements of the Health and Safety at Work Act 1974 and supersedes all previous issues.

The School's Health and Safety Policy is set out in three parts:

**Part One** contains the Health and Safety **Policy Statement** which sets out the School's commitment to managing health, safety and the environment effectively.

**Part Two** describes the **organisation** and the **roles and responsibilities** of those charged with implementing the School's Policy.

**Part Three** describes the day to day **procedures** in place to achieve the aims set out in the Policy Statement.

Unless there are major changes to the School's approach to managing health and safety, this policy will be reviewed every two years by the School's Health & Safety Committee and any revisions will be approved by Governors.

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## Alderbrook School Health and Safety Policy Statement

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The School is committed to providing and maintaining a healthy and safe place of work, as well as taking all reasonable steps to ensure that the pupils, parents, staff and public and the environment (which may be affected by the work of the School) are exposed to the lowest practicable level of risk. Approval and publication of this Policy Statement demonstrates this commitment.

This Policy is supported by the Governors, the staff, the pupils and parents/carers. The Governors are ultimately responsible for effective health and safety arrangements within the School. However, health and safety is the responsibility of everyone and this Policy will be implemented by the Leadership team, the Health & Safety Committee, the staff, pupils and parents/carers.

### The School's Health and Safety objectives are to:

- ❖ **comply** with health and safety legislation, Codes of Practice, HSE Guidance Notes and other relevant standards
- ❖ **integrate** good health and safety management into service delivery, management and decision-making processes
- ❖ **consult and communicate** with employees and trade union representatives to ensure they are aware of their health and safety responsibilities
- ❖ strive for **continuous improvement** in health and safety standards
- ❖ recognise the different demands that the School faces, but work to deliver a **consistent approach** to managing health and safety

### To achieve these objectives the School will:

- ❖ maintain a documented and consistently applied health and safety **management system** including effective leadership, clear roles, responsibilities and reporting lines
- ❖ so far as reasonably practicable, provide and maintain healthy and safe **work places, equipment and methods of working**
- ❖ provide adequate **resources** to meet our commitment to health and safety
- ❖ appoint **competent** people to support us to meet our statutory duties
- ❖ establish effective "upward" and "downward" **communication** systems
- ❖ provide employees at all levels with suitable and sufficient **information, instruction, training and supervision** to enable them to work safely and avoid any actions that may adversely affect the health or safety of themselves or others
- ❖ engage with partners, contractors and other agencies to **promote good standards** of health and safety
- ❖ regularly **monitor** health and safety performance to ensure that risks are dealt with sensibly, responsibly and proportionately.

This Policy and accompanying arrangements will be reviewed regularly to take account of changing legislation, best practice and experience gained within the School.

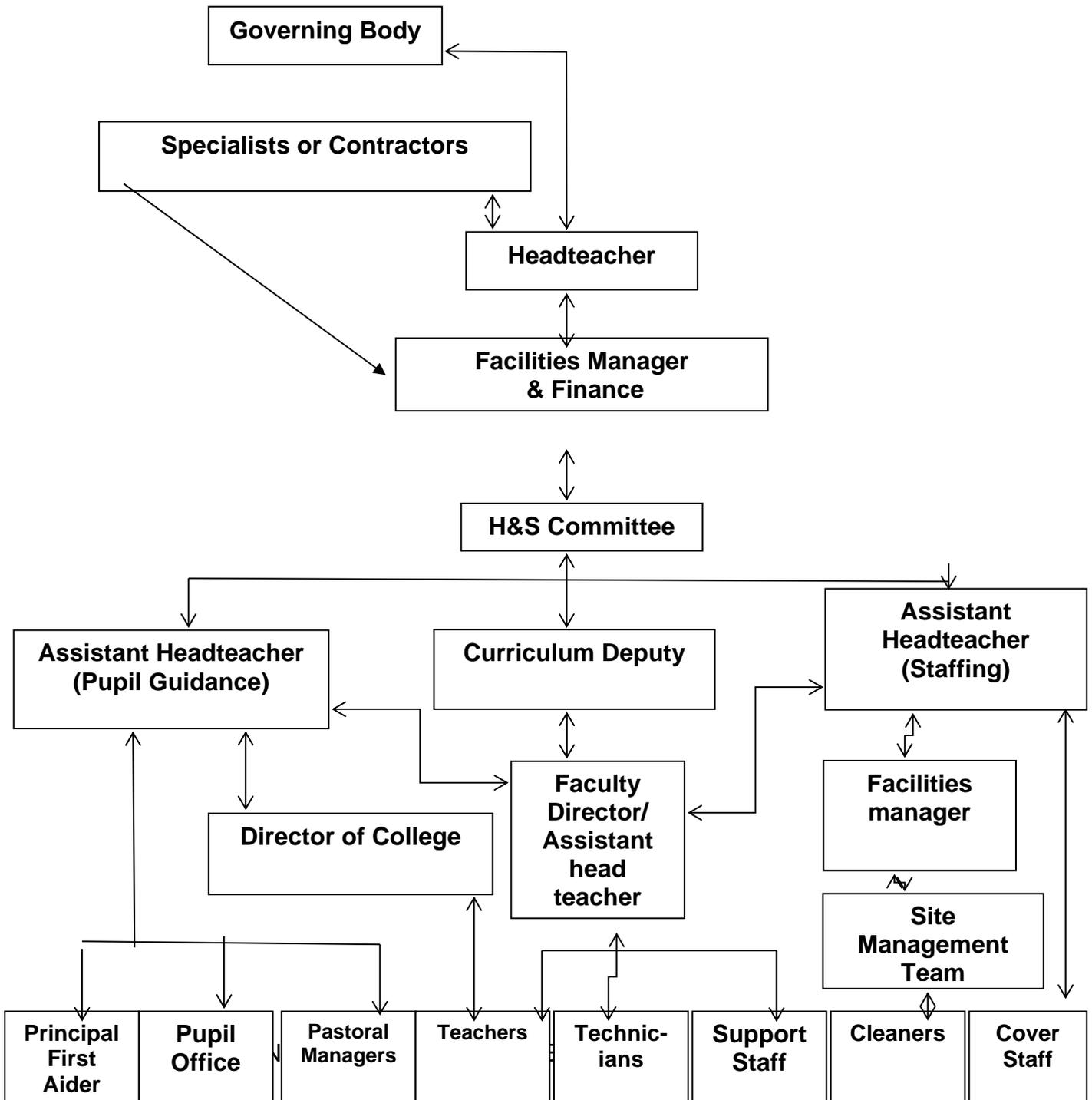
Signed...  
Annette Scott, Chair of Governors

Signed...  
Tracey Lord, Headteacher

**PART 2**

**Responsibilities, Actions and Duties in matters of Health and Safety**

**Alderbrook School Management Chain**



The Governing Body of Alderbrook School are responsible for personnel decisions, for tenant duties and for formulating policy, therefore it is incumbent upon the Governing Body to act within the Health & Safety policy, and to work in partnership in supporting the Headteacher in his/her responsibilities. This will be achieved by the Governing Body of Alderbrook School by:

- a) ensuring that the School's Health and Safety Policy is implemented and monitored within the school
- b) appointing a committee which will review and report upon matters of health and safety
- c) ensuring that health and safety is a regular item on the Governors` agenda
- d) ensuring that the policy is reviewed every 2 years or when a piece of legislation is so meaningful and important that the school needs to amend its method of working

### **3. HEADTEACHER'S RESPONSIBILITIES**

- a) To pursue the objectives of the Health & Safety Policy and to develop in collaboration with the Health & Safety Committee Monitoring Log.
- b) To set up arrangements within the school to cover all health and safety legal requirements and to monitor effectively the implementation of the arrangements.
- c) To be available to any member of staff to discuss and to seek to resolve health and safety problems not solved at a lower level or through the established arrangements.
- d) To report to the Governors those instances where the Headteacher's executive authority does not allow the elimination or reduction to a satisfactory level of a hazard, but to make all necessary short term measures to avoid danger pending rectification.
- e) To note all health and safety instructions and advice issued by Southall Associates as they support the school and to ensure that they are brought to the attention of governors and all staff. To keep a file of such information together with the information and advice published by the DfE and to make this available to all staff.
- f) To keep a list of safety representatives appointed to represent staff, to be readily available to them, and to co-operate with them as far as is reasonable in their efforts to carry out their functions. To receive written reports from safety representatives and to respond in writing within a reasonable time.
- g) To ensure that all areas of the school are inspected once a year and for regular checks of areas of greater hazard such as PE, Technology and Science.

- h) To ensure that a system is established for the reporting, recording and investigation of accidents, and that all reasonable steps are taken to prevent recurrences.
- i) To ensure that all visitors, including maintenance contractors, are informed of any hazards on site of which they may be unaware. To ensure that consideration is given to the possibilities of maintenance work affecting pupils and staff.
- j) To ensure that contractors invited to work on the premises are monitored and ensure that working practices do not endanger the health or safety of employees, pupils and other persons using the premises.
- k) To ensure that staff receive appropriate instruction and training in the use and operation of new processes, materials, systems of work, changes in working practice or equipment etc. and where deficiencies are identified, arrange appropriate training.
- l) To ensure staff are aware of their responsibilities under section 7 and 8 of the Health and Safety at Work Act 1974.
- m) To ensure that new employees are briefed about safety arrangements; in particular to ensure that they are given a copy of the school's statement and an opportunity to read it before starting work.
- n) To ensure the use of any necessary protective clothing and equipment, and that it is properly maintained and renewed when required.
- o) To ensure that goods purchased out of school budget conform with safety standards principally British and European Standards and all equipment purchased safely installed.
- p) To ensure, as far as is reasonably practicable, that plant, equipment and materials offered for sale by the school has been checked and is free from inherent defects, hazards etc.
- q) To ensure that staff organising and taking part in visits, journeys and holidays are aware of the Visits and Trips Policy have the necessary knowledge or experience so that they would be aware, and have made arrangements to deal with, any particular risks that such a trip may have.
- r) To ensure that health and safety facilities and procedures take into account pupils with special educational needs especially those with disabilities which may present specific health and safety risks and ensure that appropriate health and safety equipment training and guidance is provided for the staff assigned to teach and care for them.
- s) To ensure that effective arrangements are in force to facilitate ready evacuation of the buildings in case of fire or other emergency, and that fire fighting equipment is available and maintained.

- t) To review the safe performance of all faculties and departments within the school and take appropriate action where necessary.
- u) To ensure safe working practices are adopted at all times to protect the health and safety of teaching staff, all other employees, pupils and any other person who may be affected, including the operating of machinery and the wearing of Personal Protective Equipment (PPE).
- v) To ensure that all employees comply with their safety duties and obligations.
- w) To ensure adequate first aid provision for staff, pupils and other persons if they are injured or become ill at school and ensure that appropriate provision is made for staff and pupils when they are working away from school, e.g. on an educational journey.
- x) To receive bona fide safety officials and make available all reasonable inspection facilities and information.
- y) To ensure that the Governing Body is kept fully informed of the safety procedures of the school.

#### **4. RESPONSIBILITIES OF FACILITIES MANAGER**

- a) To take health and safety implications into account when prioritising repairs and maintenance.
- b) To ensure that the repair and maintenance of the premises, site and equipment is conducted safely. To retain the Fire Safety Folder that contains the Site Fire Risk Assessment, records of fire drills, fire alarm tests and all matters that pertain to fire risk.
- c) To monitor, or arrange to have monitored, contractors invited to work on the premises to ensure that working practices do not endanger the health and safety of employees, pupils and other persons using the premises. Liaise with contractors in case of such a problem and if necessary involve the Headteacher, and Council officers and where necessary suspend the works until safe working arrangements are made.
- d) To take health and safety implications into account when prioritising the replacement of furniture and equipment.
- e) To liaise with the site manager regarding any health and safety issues arising out of the cleaning of the premises and the site manager's maintenance tasks
- f) To liaise with the catering manager on any health and safety matters concerning the kitchen, which affect the school.

- g) To take health and safety implications into account when dealing with school transport arrangements including the upkeep and maintenance of school vehicles, and seeking advice from Property Services.
- h) To liaise with the Finance Manager and all required parties on the prioritising of maintenance and larger projects to ensure that health & safety is appropriately resourced and managed.

## 5. OBLIGATIONS OF ALL EMPLOYEES

All employees have the following health and safety responsibilities under Section 7 and 8 of the Health and Safety at Work Act 1974.

It shall be the duty of every employee while at work:

- a) Make themselves familiar with and conform to the School's Health and Safety Policy.
- b) To take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work and
- c) As regards any duty or requirement imposed on his employer or any other person by, or under, any of the statutory provisions, to co-operate with him so far as necessary to enable that duty or requirement to be performed or complied with.

The Act also states:

No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the statutory provisions.

In order that the laws be observed and responsibilities to pupils and other visitors to the school are carried out all employees are expected:

- i) to report to their Faculty Director, Headteacher or safety representative as appropriate, hazards and incidents occurring during the course of their work;
- ii) to report to the Headteacher and safety representative any identification of, or contact with asbestos;
- iii) to conform to all instructions whether verbal or written, given to procure personal safety and the safety of others;
- iv) to observe standards of dress which are consistent with safety and/or hygiene;
- v) to exercise good standards of housekeeping and cleanliness, including
  - a ensuring that all spilt liquids are mopped up immediately
  - b keeping all work surfaces, equipment etc. in a clean condition
  - c ensuring all rubbish and waste material be removed to suitable receptacles and not allowed to accumulate
  - d ensure glass and sharp objects are disposed of safely and separately
- vi) to know the special safety measures and arrangements to be adopted in their own working areas and to ensure that they are applied including the use by

- themselves and the pupils in their charge, of appropriate safety equipment and protective clothing (P.P.E. – Personal Protective Equipment);
- vii) avoid trailing cables and wires where people could trip over them
  - viii) to use and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others;
  - ix) to maintain plant and equipment in good condition, reporting defects to his/her line managers, use of CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) and PUWER (Provision and Use of Work Equipment Regulations 1998) is essential.
  - x) to report all accidents, whether injury is sustained or not, to his/her line manager and to the school Principal First Aider;
  - xi) to attend training courses designed to further the needs of health and safety as required;
  - xii) to acquaint themselves with all processes, materials and substances used by them;
  - xiii) to know and to apply the emergency procedures in respect of fire and first aid;
  - xiv) to familiarize themselves with the location of fire fighting equipment and fire alarm call points within their normal working environment;
  - xv) to be aware of the locations of first aid equipment and the identity of first aid personnel;
  - xvi) to co-operate with others in promoting improved safety standards in the school;
  - xvii) to co-operate with the appointed safety officer and the enforcement officer of the Health and Safety Executive

It is a legal requirement not to smoke on school premises.

## **6. FACULTY DIRECTORS, CURRICULUM LEADERS, TEACHING AND NON-TEACHING STAFF, OTHER POST HOLDERS**

These staff are responsible to the Headteacher for the detailed adoption of the Health and Safety Policy within their area of control and by the staff over whom they have direct control as far as is reasonably practicable. To achieve this, they may need to make the necessary arrangements.

- i) Assist the Headteacher in monitoring of health and safety by inspecting their area of responsibility at regular intervals to check that safety measures are maintained and safety instructions and safe working practices are being followed by staff and pupils, making any changes to practices or procedures where necessary.
- ii) Instruct those under their control precisely and clearly on their duties with regard to the safety of themselves and all others within their area.
- iii) Inform all persons in their control of any hazards to health and safety they are likely to encounter in the course of their work and on the precautions to be taken.
- iv) Ensure that all staff under their control receive necessary information, instruction and training to carry out their duties.
- v) Ensure that adequate supervision is maintained. There is no statutory legislation related to class size in secondary schools, however practice and DfE guidance demonstrates that class sizes in certain subjects for certain activities would be helpful and promote a safe working environment e.g. in Technology, PE and Art class sizes of around 20 would be appropriate for certain activities in Key Stage Four.

- vi) Ensure that plant and equipment is regularly inspected and maintained in a safe working order and the defective equipment which constitutes a hazard is removed from service. For equipment the School should use CLEAPPS and PUWER guidance.
- vii) Ensure that staff and pupils are familiar with emergency procedures. These procedures should be revised when necessary. Ensure that the whereabouts of gas and electrical cut off points are known to teachers and technicians and they are clearly labelled and that their use is understood. Where such cut off points do not exist or difficult access makes their use impracticable the Headteacher should be made aware of the situation.
- viii) Ensure that personal protective equipment is provided, worn, used and maintained.
- ix) Ensure that all substances within their department is stored used and disposed of in the correct manner as prescribed by supplier or as stated in the COSHH assessments in compliance with the COSHH Regulations.
- x) Ensure the areas of control are maintained to a high standard of housekeeping.
- xi) Ensure that health and safety matters which cannot be dealt with satisfactorily at their own level are brought to the attention of the Headteacher.
- xii) Be responsible for effective communication to staff of the school's Health and Safety Policy and for the arrangements to carry it out within their department.
- xiii) Keep officers informed of accidents, incidents and hazards occurring or observed within their departments and ensure that preventative is taken where appropriate.
- xiv) Keep abreast of relevant health and safety legislation.
- xv) Ensure that any health and safety matter brought to their notice is given prompt and appropriate attention.
- xvi) It is a legal requirement not to smoke on school premises.

## 7. CLASS TEACHERS

### **HAVE A RESPONSIBILITY FOR THE SAFETY OF THE PUPILS IN THEIR CHARGE.**

If there is any reason which prejudices the exercise of that responsibility, such as location, or state of accommodation, he/she should discuss the matter with the Headteacher or relevant responsible person before proceeding.

Class teachers are expected:

- i) set a good example by adopting good health and safety practices and procedures
- ii) to exercise effective supervision of the pupils and to know the procedures in respect of fire, bomb scare or first aid and to carry them out;
- iii) to give clear instructions and warnings as necessary;
- iv) ensure that pupils' bags, coats etc. are safely stowed away;
- v) include all relevant aspects of safety in the curriculum, if necessary in special lessons;
- vi) to apply or call for necessary protective clothing eg. gloves and goggles, or equipment eg. machine guards, where necessary;
- vii) make parents/volunteers aware of safety procedures in the classroom/work area;
- viii) to make suggestions which will improve health and safety in practices, equipment or welfare;

- ix) to examine carefully, on each occasion of use, any electrical equipment for signs of damage or wear and to withdraw any defective items before bringing the matter to the attention to the head of area
- x) to know any special safety measures of the area they are teaching in eg. gymnasium, laboratory, or workshop etc and see that they are applied.

## **8. PUPILS**

Pupils are expected:

- a) to follow the rules and guidelines set out for their safety and welfare;
- b) to take reasonable responsibility for their own safety and welfare and that of their peers and classmates;
- c) to observe the rules on standards of dress and apparel commensurate with safety e.g. PE. kit, jewellery and appropriate footwear etc. For more detailed information see individual faculty handbooks;
- d) to observe rules and instructions particularly in emergencies and
- e) to use and not abuse or interfere with things provided for their safety;
- f) It is a legal requirement not to smoke on school premises.

## **9. VISITORS**

Visitors are expected:

- a) to act positively in respect of their own safety and that of others;
- b) to follow the visitor procedures to maintain their safety;
- c) to familiarise themselves with emergency procedures;
- d) to observe rules and instructions particularly in fire and other emergencies
- e) to use and not abuse or interfere with things provided for their safety.
- f) It is a legal requirement not to smoke on school premises.
- g) to have DBS clearance, or to be supervised at all times by staff if working with pupils. Visitors working in the school need to have provided the relevant documents before working with pupils and these need to be checked by the Head's PA.
- h) Staff to have completed a Visitor Risk Assessment Form in accordance with the External Visitor Risk Assessment Policy.

## **10. CONTRACTORS**

Contractors are expected:

- a) to act positively in respect of their own safety and that of others;
- b) to follow the visitor procedures to maintain their safety;
- c) to familiarise themselves with emergency procedures;
- d) to observe rules and instructions particularly in fire and other emergencies;
- e) to use and not abuse or interfere with things provided for their safety;
- f) to provide a copy of their own Health and Safety Policy if requested by the school and

- g) to devise and adopt relevant safe systems of work.
- h) It is a legal requirement not to smoke on school premises.
- i) to have DBS clearance from their employers provided to the Head's PA if they are working within the school. A list of names with proof must be provided to the Head's PA by the contractor.

## **11. SOUTHALL ASSOCIATES – COMPETENT PERSON\***

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the School engages the services of Southall Associates Ltd.

Southall Associates provide the following:

Assist the School in formulating the policy and procedures required to comply with the Act.

Assist the School to identify the risks and hazards which are associated the Companies work activities.

Assist the School to produce the appropriate risk assessments and safe systems of work required as a result of School work activities.

Monitor the effectiveness of the School health and safety management systems by:

Site audits.

Monitoring accident and incident statistics.

Investigating accidents and incidents.

Assist the School in the provision of training of employees.

## **12. School Health and Safety officer**

The Health and Safety Officer will be required to carry out the following duties:

- Carry out six health and safety inspections per year of inside the building and the school grounds.
- To monitor risk assessments and termly risk assessment checks through the Health and Safety Cloud, including liaison with the Southall Associates competent person\*.
- To chair the school's Health and Safety Committee, updating them of matters pertaining to health, safety and welfare within the school.
- Oversee the carrying out of risk assessments and risk assessment reviews on a planned and regular basis with the Facilities Manager.

- Work with the school staff in order to keep and up to date electronic records of relevant matters pertaining to health and safety through the Health and Safety Cloud
- Draw to the attention of the Head Teacher, Health and Safety Committee and Health and safety Governor (as appropriate) any major health and safety issue which may require specialist knowledge in order to be completed.
- Inform all staff of security procedures for the school and its grounds which relevant to health, safety and welfare.
- Use the Health and Safety monitoring log to keep staff up to date with annual, termly and seasonal issues.
- Attend relevant training as and when necessary in order to secure the most up-to-date knowledge and skills to carry out the duties of the post.
- Act in a consultancy role when requested by the school.
- Liaise with site manager over issues of Health and Safety.
- Adhere to school confidentiality procedures at all times.

It is also necessary to ensure that the requirements of the Health and Safety at Work Act 1974 are fully complied with when undertaking any of the above duties.

## **PART 3**

### **PROCEDURES**

#### **1. DISTRIBUTION OF POLICY**

A copy of the School policy will be:

- a) Maintained on the school intranet and a hard copy placed in the staff/workroom – It will also be made available to contractors upon request.
- b) Maintained by the Clerk to the Governors.

#### **2. ACCIDENTS**

##### **The Need to Report Incidents**

It is vital that all accidents, dangerous occurrences, work-related diseases, incidents of violence to staff and near misses are reported as soon as possible;

To prevent further accidents under similar circumstances

To compile statistics on accidents and identify problem areas

To comply with the law

##### **What Needs to Be Reported?**

- \* Any injury, however minor, to employees of the School arising from their work or the work of other employees, including acts of violence
- \* Any injury, however minor, to any other person arising from the work of employees of the School
- \* Any incident that results in a "near miss", i.e. no actual injury, but where the incident could have easily resulted in such
- \* Any injury to a non-employee involved in an accident or near miss incident whilst on the school sites. This includes visitors and contractors
- \* Examples of "dangerous occurrence" are;
  - collapse of machinery, scaffolding or other structure
  - explosion or fire stopping work for more than 24 hours
  - the release of one tonne or more of flammable liquid
  - incidents of plant/machinery coming into contact with electrical cables

- \* Examples of work related diseases are;
  - poisoning by certain chemicals
  - skin diseases (dermatitis, inflammation of the skin, etc.)
  - lung diseases (occupational asthma, asbestosis, etc.)
  - certain infections (leptospirosis, hepatitis, tuberculosis, etc.)
  - other conditions (vibration white finger, etc.)
  
- \* Any incident of violent or abusive behaviour not resulting in any injury

In the event of an accident

a) ***Who is to be informed?***

\*Accidents to pupils - If the accident takes place within the context of a normal lesson the pupil should initially report this to the teacher in charge. Where first aid is administered by the teacher, but no further action is taken (minor cuts, bruises), the accident should be recorded in the Faculty/Dept accident report book if applicable. Staff should enquire about potential allergies before issuing plasters and refer to the school Principal First Aider as appropriate. When referrals are made to the school Principal First Aider, the teacher should also report the accident to the Head of Faculty. **Staff should immediately, or as soon as possible thereafter, complete an internal Accident Report, see 2b) below.**

Parents should be informed whenever first aid is administered and warned should their child receive a head bump.

\*Accidents to staff - These should be reported to the designated 'first aiders', or to the school Principal First Aider for medical attention (see section 3 below), however in the former case the accident should still be reported to the school Principal First Aider for recording purposes (see 2b) and 2c) below)

For remedial action see 'HAZARDS' (6.b) (below)

b) ***Who is responsible for statutory notification and how are details recorded?***

Principal First Aider will record all accidents in an official accident register and onto the Cloud system which will automatically notify Southall Associates who would report the accident under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.**

These registers and forms will be held in the school's medical room and will be kept for a minimum of three years.

In addition, all persons involved in the incident including the injured person, witnesses and the first aider, are required to fill in an internal '**ACCIDENT REPORT**', copies of which are forwarded to Principal First Aider.

c) ***Who carries out any investigation?***

Cases requiring further investigation are referred to the Finance Manager and Headteacher who will enact any remedial action deemed necessary and report back to the next meeting of the Health and Safety Committee of the Governors. It may well be that the accident is so serious that it may necessitate an investigation by the Health and safety Executive (HSE). This will therefore have the involvement of the Headteacher and the School's supporting organisations such as Southall Associates.

### **3. FIRST AID**

The Health & Safety (First Aid) Regulations (1981) require that adequate facilities are provided to enable first aid to be rendered to employees ill or injured at work and that an appropriate number of suitably trained persons are available to render such aid.

a) ***Who is responsible for administering first aid?***

In the case of injuries to members of staff the responsibility for the administering of first aid rests with the trained and qualified staff members, the names of whom are displayed in the staffroom. If these members of staff are unavailable the Principal First Aider can be called.

All injuries to pupils must be brought to the attention of a member of staff who will make an initial assessment of the seriousness of the injury. In the case of slight grazes and cuts a plaster can be applied by the member of staff who should wear a pair of gloves (located with the plasters in the first aid boxes). Staff should be aware of the possibility of injuries in laboratories and workshops etc. where hazardous chemicals may be being used, or in the PE environment where there is a high risk of knocks etc. and should be cognisant of all appropriate actions to be taken including, for example, the application of an irrigation solution in the case of contamination to the eyes, or the recovery position in the case of unconsciousness.

Where individual staff or pupils have specific medical conditions requiring immediate treatment (e.g. anaphylactic shock), information regarding the appropriate action to be taken will be communicated to all relevant staff. Any treatment administered to pupils, staff or visitors will be recorded.

In accordance with the guidance issued in *The Administration of Medicines in Schools* policy document, all pupils prescribed the use of an Epipen shall have an individual care plan and a signed, parental consent form.

**It is to be stressed that if there is the slightest doubt as to the extent of the injury the pupil should report to the school Principal First Aider, or the Principal First Aider called to the pupil.**

**ALL injuries to visitors MUST be reported to the Head Teacher, and to the Principal First Aider.**

b) ***Where are first aid boxes located?***

First aid boxes to the standard required under the **Approved Code of Practice on First Aid at Work** should be located in all workshops and laboratories and/or adjoining prep. rooms and all other areas of the school should have access to a similar box.

The sites of all boxes should be clearly marked using the appropriate Health and Safety signs.

c) ***Who is responsible for maintaining first aid boxes?***

The school Principal First Aider is responsible for checking and replenishing first-aid boxes. This should be completed at the end of each term. Staff within the relevant areas should also be aware of stocks in order to bring deficiencies to the attention of the School Principal First Aider in between the half termly checks.

d) ***Who summons an ambulance?***

In order to avoid confusion, a request for an ambulance should be made by Principal First Aider, or a senior member of staff. **In the event of an ambulance being called the Headteacher must be immediately informed, or in their absence, a Deputy Headteacher.**

e) ***Who accompanies a child to hospital?***

The parent/guardian of the child would always accompany the child to the hospital if they can attend the school before the arrival of the ambulance. In other circumstances the child would be accompanied/followed by the school Principal First Aider, or in their absence, the member of staff who administered the first aid, or as delegated by the Headteacher.

f) ***Who informs parents?***

The school Principal First Aider will inform the parents after requesting the ambulance, or will delegate the responsibility as appropriate. In the event of the absence of the school Principal First Aider, the senior member of staff (see 3d) above) will take the responsibility.

## **4. Violence at Work**

### **What is Violence at Work?**

Violence, for the purposes of this policy, is defined as an incident in which a student or an employee is verbally abused, threatened or attacked by a pupil, colleague or member of the public in circumstances arising out of, or in the course of, employment with the School.

## School Arrangements

Line Managers will:

- Identify activities where employees are most likely to be at risk and inform them of this
- Carry out suitable and sufficient assessments of those risks to minimise them
- Alter working arrangements to minimise remaining risks, e.g. carrying out certain tasks only with a colleague present. See also the Lone Working policy
- Recommend individuals exposed to such hazards to attend training in Personal Safety Awareness and develop strategies to calm or diffuse any situation
- Act on any report of violence at work by carrying out a full investigation
- Offer support to employees that have suffered acts of violence, including time-off where necessary
- Inform the Police, or initiate criminal proceedings where considered appropriate

Members of staff will:

Take reasonable care of themselves and others who may be affected by their actions

- Act in accordance with instructions and guidance given them
- Report all incidents of violence to their manager and record them in the Accident Book.

## Monitoring

The effectiveness of these measures will be reviewed from time to time by the Senior Management Team.

## 5. FIRE PRECAUTIONS

### a) *Frequency of drills?*

A fire drill will take place each term. Advance notice of this will be given to all concerned.

### b) **Action to be taken on discovery of a fire**

- \* If a fire is discovered, however small, raise the alarm immediately by striking the nearest button.
- \* Ensure that the area is evacuated.
- \* only attempt to tackle the fire yourself if your evacuation route is blocked, otherwise leave the scene.
- \* Take whatever precautions are possible to prevent others from entering the fire zone

- \* Contact the Fire Brigade when the building is evacuated – use appropriate walkie-talkie or mobile phone

Leave the building by the nearest safe exit route and report to the assembly point.

#### c) **Procedures to be followed by staff.**

***For the purpose of this procedure, ABSENTEES are defined as those individuals who were known to be present earlier in the day, but whose absence cannot be accounted for.***

A fire drill will be announced by continuous ringing of bells. Upon hearing the alarm begin the evacuation procedure.

#### **Pupils**

- To leave building by nearest available exit
- To walk in silence
- To assemble in playgrounds, lining up in form order

#### **All Staff**

To assist in the maintenance of silence whilst evacuating the building (**essential for communication of instructions and the development of a calm serious approach to fire drills**)

#### **Teaching Staff**

- To clear teaching room, closing windows and doors on leaving
- To escort pupils to appropriate exits **in silence**
- Senior staff (Faculty Directors, and SMT) to sweep the building as they leave\*

#### **Form Tutors**

- To collect registers from Pastoral Managers at the playground
- To call register of form
- To check absentees against 'late register' and 'sent home register'
- To report absentees to Pastoral Managers
- To continually 'walk the line' and maintain silence of form until further information is received.

#### **Pastoral Managers/Assistant Headteachers**

- To receive notification of pupil absentees from form tutors
- To check presence of staff year team, including support tutors
- To report all absentees, pupil and staff, to Senior Manager in charge of playground

#### **Support Staff**

With the exception of the catering team and those staff with specific responsibilities, all support staff should assemble on Malley playground and report to their Appointed

Member of staff who will be taking their register. All appointed members of staff to report absentees to Senior staff on duty.

### **Office Staff**

- To take the daily form registers, by College
- To collect the 'sent home register(s)'
- On arrival at playgrounds, to distribute class registers by College to the Pastoral Managers

### **Catering Staff**

- To assemble in Cartwright playground and report to Catering Supervisor.

### **Catering Supervisor**

- To proceed to Cartwright playground and check presence of catering team
- To report absentees to Senior staff on duty.

### **Site Management Team**

- To liaise with the Senior management in order to establish the nature of the incident and the location of the fire/call button.
- To silence the alarm upon direction from the Senior management

\*Senior staff are expected to exercise a degree of extra responsibility in ensuring, without prejudice to their own safety, that their area of the school has been evacuated effectively. When such staff are away from their teaching area they should apply similar responsibility to the area in which they find themselves.

#### **d) Procedures to be followed by Senior Staff.**

When no notification is received by the Office that an actual fire has been detected, senior staff will view the system monitor, investigate and then call the fire brigade if appropriate.

Senior staff, whilst sharing the responsibility for clearing their area (see above), should endeavour to reach the assembly areas as soon as possible.

The Deputy Headteacher will normally take responsibility for one assembly area and the Assistant Headteacher (Pupil Guidance) for the other.

Pupils should only be directed back into the building on the instruction of the Headteacher or if absent the Deputy Headteacher and Assistant Headteacher (Pupil Guidance)

#### **e) Maintenance of escape routes**

All staff should ensure that escape routes in their area are kept clear at all times.

The site manager and assistant site manager should maintain these routes and report any particular problems to the Headteacher. A full inspection of these routes should be completed by the Site Manager each half term and a record maintained.

**f) Extinguisher maintenance**

Maintenance of the fire extinguishers is contracted out. Inspection should take place bi-annually. The inspection report should be forwarded to the Facilities Manager and the Headteacher. Any abuse of fire extinguishers should be reported to the Facilities Manager.

**g) System maintenance**

Full inspections of the alarm system are contracted out. Regular tests should also be carried out by the site manager and his assistant using a different call point. This is to be completed when the school is not being used by lettings and a report maintained by the Facilities Manager.

**h) Who summons the fire brigade?**

Any request for the fire services should be made by the member of the office staff receiving notification. If the office staff are at their assembly point then the Headteacher or appropriate Senior Manager should contact the Fire Brigade by mobile phone.

## **6. OTHER EMERGENCY EVACUATIONS**

**i) BOMB THREAT**

**a) Procedures to be followed**

On receipt of a call the receiver should:

- \* try to notify someone while the call is being received;
- \* listen carefully to what is said
- \* remain calm and, if possible, keep the caller talking by asking them to repeat and clarify points;
- \* note if timing or location is stated;
- \* listen for background noises;
- \* complete checklist at earliest opportunity (whilst call is fresh in the mind), but not until the Headteacher is informed.

In the event of the receipt of a telephone call informing the school of the presence of a bomb on the premises the Headteacher should immediately be informed.

If a location is given the senior staff will report personally to the members of staff in that area and request that the staff direct and supervise the evacuation of the pupils in their

charge, exiting the building by the nearest safe route. Assembly should take place in the playground furthest from the danger area. Senior staff should delegate other staff to ensure that no-one else is allowed to enter the danger area

If no location is given the fire alarm should be sounded and the evacuation should be completed under similar conditions to that for a fire (except for assembly points). After an explosion debris flies outward and therefore all staff and pupils should be directed to assemble on the fields and not the playgrounds

**b) *Who informs the emergency services?***

Immediately the Headteacher, or senior member of staff has been informed the recipient of the original call should contact the Fire Brigade.

**c) Checklist**

Origin of call	- internal	call box	national	mobile	
Caller	- male	female	adult	elderly	juvenile
Accent	- local	national	foreign		
Background noise	- traffic	voices	machinery	music	
Manner	- aggressive	calm	coherent	rational	

**ii) GAS LEAKS**

**a) Procedures to be followed**

Where a leak is identified within a workshop, or laboratory, the supply should be immediately isolated and the Facilities Manager informed. Unless the leak cannot be isolated, there should be no need for an evacuation.

If a gas leak is suspected in any other area of the school this should be immediately communicated to the main school office, who should then inform both the Facilities Manager and the Headteacher.

Where the leak is inside the building, the member of staff discovering the leak should inform the members of staff teaching within the locality who should, in turn, direct and supervise the evacuation of the pupils in their charge, exiting via the nearest safe route. Assembly should take place in the playground furthest from the danger area.

Where the leak is outside of the building the Headteacher should be advised of the situation and a decision made on the need for evacuation.

**b) *Who informs the gas company and emergency services?***

In the event of a containable leak within a laboratory or workshop, the Facilities Manager will contact maintenance contractors, or in her absence the Site Manager or a senior member of staff will arrange this.

In any other event the gas company and if necessary, the emergency services will be contacted by one of the SMT or the member of the office staff notified

### iii) CHEMICAL LEAKS

#### a) Procedures to be followed

Large scale chemical spillages are only likely within the science area and the policy for dealing with such leaks will be dependent upon the nature of the chemical. In all cases COSHH regulations will be observed. There should be Risk Assessments in place for the handling of the chemicals and any possible spillage.

If there is a spillage too large to be dealt with by the staff e.g. the breakage of a Winchester of concentrated acid, the following procedure will be operated:

The person who spilt the chemical, or who discovered the spillage, will inform all staff within the area. Each member of staff will then direct and supervise the evacuation of their teaching group via the nearest safe route. Assembly should be in the nearest playground.

The Headteacher, who should be immediately informed of the circumstances, will delegate staff to prevent any person from returning to the danger area. A Risk Assessment will be undertaken to ensure the correct procedures are followed.

#### b) *Who informs the emergency services?*

The person discovering the spillage will contact, or delegate a member of staff to contact the Headteacher, or one of the SMT, or the Facilities or Site Manager who will in turn telephone the fire brigade and, if necessary, the ambulance service.

## 7. HAZARDS

#### a) *Who identifies hazards?*

All members of staff including teachers, support staff and lunchtime supervisors are responsible for identifying hazards, whether it be within the teaching environment, the office, or around the site. Risk Assessments should be in place identifying the controls in place and actions to take in case a hazard has been identified.

Faculty Directors are responsible for identifying hazards within the curriculum and devising appropriate safe systems of work, which should be detailed within the scheme of work. Risk Assessments will be undertaken by the Faculty Directors to ensure hazards are dealt with in a safe and appropriate manner.

The teachers' unions' safety representative should complete an annual inspection and any hazards included in his/her report.

b) ***Who is informed?***

Strategic improvements should be communicated, in writing, to the Headteacher. Emergencies should be communicated to the Site Management Team immediately by way of the Office. Non emergencies should be noted on the Maintenance Report in the staffroom and then in collaboration with the Headteacher form part of a maintenance programme. Any hazard deemed to present a risk of major injury should be communicated to the Headteacher immediately.

c) **Interim measures**

The Facilities Manager will take whatever immediate action is necessary to reduce the risk presented by the hazard and communicate these measures to the Finance Manager.

d) ***Who is responsible for remedial action?***

The Facilities Manager and Headteacher must assess the risk posed by the hazard and will take whatever action is deemed appropriate.

## **8. ENVIRONMENT**

a) ***How are defects in heating, lighting etc. reported?***

Non-emergency defects to the fabric of the building, its furniture and its energy systems etc. should be reported to the Site Manager by way of a report sheet to be kept on the staffroom pigeon-holes. This should be checked weekly by the Site Manager.

b) ***Who is responsible for remedial action?***

The immediate responsibility for remedial action lies with the Site Manager and Assistant Site Manager. Any individual defects which cannot be dealt with in the short term should be referred to the Site Manager, who will take the appropriate steps to resolve the problem.

## **9. Lone Working**

### **What is Lone Working?**

For the purposes of this policy, 'lone working' is defined as work carried out alone, without supervision on tasks that involve some degree of risk.

The following would not be examples of lone working;

- Driving between sites
- Working alone at home

### **Problems with Lone Working**

The risks of lone working will vary according to the task, but in general can arise from;

- Inadequate supervision
- Failure by the lone worker to adequately control the risks of the task alone

- Lone workers becoming ill, having an accident or some other emergency away from assistance
- Staff being medically unsuitable for lone working

### **School Arrangements**

- A suitable and sufficient risk assessment will be in place for each task which will set out a safe system of work to minimise the risks
- A copy of the Lone Working Policy is displayed on the staff intranet.
- Tasks that present unacceptable risks will not be performed by lone workers
- Each section of the school will develop and follow a written procedure for lone working. This will include a requirement for any lone worker to advise their colleagues where they are going to be and a reporting time. A procedure should also be agreed for raising an alarm should anyone fail to report in. These measures will be practiced at regular intervals in order to ensure that the agreed system will work should the need arise.

## **10. SAFETY REPRESENTATIVES AND COMMITTEE**

### **a) *Who is the Safety Representative?***

The Safety Representative is put forward by the representatives of the individual teacher unions present within the school. His name is displayed on the noticeboard in the staff study. Dr Cope is the current Teacher's Representative.

### **b) *What is the remit of the Health & Safety committee?***

To promote and develop measures to ensure Health and Safety at Work and to check their effectiveness.

To provide, where necessary, for the expression of concern where a matter has not, or cannot be resolved at the level of the normal employee/management workplace relationship and to give further consideration of the matter with a view to its resolution.

To develop a plan to address issues of Health and Safety over the short and long term. This will be in response to the audit carried out by Southall Associates, the report of the professional association's Health and Safety representative, issues raised by staff, governors, pupils and parents, external reports and guidance from organisations such as CLEAPPS. This plan will be agreed by Governors at the Health & Safety Committee and/or Business Management meeting.

### **c) *What is the structure of the Health & Safety committee?***

The composition of the safety committee should reflect the broad range of activities which take place on the school site with representatives from those areas of the school deemed to present the greatest hazards and should include those staff who have specific responsibilities for dealing with health and safety procedures.

The present structure of the Committee is:

The Chair of Governors  
 The Head teacher  
 School Health & Safety Officer  
 Finance Manager  
 Governor with responsibility for Health and Safety  
 Facilities Manager  
 Principal First Aider  
 Teacher Unions Safety Representative  
 A laboratory technician/representative from the Science Faculty  
 A workshop technician/representative of the Technology Faculty  
 Educational Visits Co-ordinator

### ***How can staff have issues raised?***

Staff can raise issues for discussion in a variety of ways.

- i) By a direct request to a member of the committee.
- ii) Through the minutes of any relevant functional group.

**Any issue requiring urgent attention should be brought to the direct attention of a member of the Health and Safety Committee.**

## **11. INSPECTIONS**

### ***a) Who will carry these out?***

Inspections of the site will be carried out by the Health & Safety Officer in consultation with the Facilities manager and a report generated to be discussed with the Headteacher. The Teacher Unions Safety Representative(s) can submit an independent report to the committee. This/these will then go to the Health and Safety Committee with recommendations. If large spend is needed the issue will be reported to Governors and discussed. If it is an urgent Health and Safety matter deemed by the Headteacher then the Head will contact the Chair of Governors and the spend will be considered and authorised by the Chair of Governors.

There is a need for the school to contract out inspections of equipment to appropriate bodies for areas such as Technology, Science and PE due to the level of knowledge and skills needed. This contracting out to various accredited bodies will be undertaken by the Facilities Manager.

### ***b) Frequency?***

A general full site inspection will be carried out annually by the Facilities Manager in consultation with the School's Health and Safety Officer where necessary. Areas of need and spend will be brought to the designated governing body committee. Inspections of various equipment by external groups will also be undertaken annually. The School will undertake an annual Health & Safety inspection using an outside contractor and will respond to any action points. This contractor at present is Southall

Associates. Southall Associates will carry out six monthly H & S inspections which will be delivered and actioned via the safety Cloud.

## 12. RISK ASSESSMENTS

### a) *Who will carry these out?*

These will be carried out by 'competent persons'. Risk Assessors will be regarded as competent where they have received sufficient training, experience and knowledge of their departments' operations to enable them to identify both the full range of hazards and the protective measures necessary to comply with statutory provisions.

Competency may not require a particular level of qualification but may be defined as a combination of knowledge, skills, experience and personal qualities, including the ability to recognise the extent and limitation of one's own competence.

There are various levels of responsibility with regard to risk assessment:

\* All staff have a responsibility to assess risks as part of their individual lesson planning, particularly where the activity has not been predetermined in the scheme of work. The Curriculum Deputy should have responsibility for ensuring that this is carried out.

\* Faculty Directors and Curriculum Leaders have a responsibility to ensure that full risk assessments are completed for their areas and details of safe systems of work included in their schemes of work. This includes termly Risk Assessment Checklists on the Safety Cloud. The Faculties of Science, Technology and the PE Department are clearly high risk areas which need particularly close attention, however other curriculum areas should not be overlooked. The Curriculum Deputy should have responsibility for ensuring that this is carried out.

\* Form tutors, College Directors and the Head of the pastoral system have a responsibility to ensure that risk assessments are completed to cover the arrangements for pupils when not in normal lessons. These should include Form Tutor time, breaks and lunchtimes and movement between lessons. Safe procedures should be documented and brought to the attention of all concerned including lunchtime supervisors. This is the responsibility of the Assistant Headteacher (Pupil Guidance).

\*The Headteacher has a responsibility to ensure that a risk assessment is carried out on the fabric of the buildings and the grounds. This will usually be undertaken by Southall Associates.

\*The Facilities Manager in conjunction with the Curriculum Deputy Headteacher, Assistant Head teachers for Pupil Guidance and Staffing, will work with all parties listed above and will ensure that generic assessments are completed as appropriate.

### b) *How will priorities be decided?*

All hazards will be studied and evaluated in terms of the potential risk to users of the school. In deciding the frequency and/or the severity of the risk the following scale will be used. Please see Annex A.

c) ***Who will take remedial action?***

Financial implications should be considered at this stage and if the costs cannot be met by the faculty, or department etc., or if there are broader implications, the matter should be brought to the attention of the Headteacher.

d) ***How frequently should assessments take place?***

Risk Assessments should be kept up to date, being repeated whenever there is any significant change which affects risk, for example, a new employee, a new piece of machinery, or a new work practice. Southall Associates will assist with this process.

A review should also take place where accident and near-miss monitoring suggests that the original assessment may have been misjudged.

### **13. SUBSTANCES**

All substances which are subject to the **Control of Substances Hazardous to Health Regulations 2002 (as amended)** should be identified and assessed. Wherever possible a non-hazardous alternative should be used, however, if no suitable alternative is available the following procedures should be followed.

a) ***How are new substances to be controlled?***

All new substances should be recorded in a register, to be organised by the head of faculty, or otherwise responsible person within the relevant area; usually this will be technical support. Details of its appropriate use and relevant Risk assessments, any prohibitions which apply, and procedures to be followed in the case of spillage or accident etc. should be kept in all relevant teaching rooms and in the faculty office. In the case of cleaning materials, this information should be kept in all storerooms where such substances are stored and also in the site manager's office.

b) ***How are substances to be stored?***

An individual assessment should be made as to the appropriate storage requirements for each chemical and an inspection of the provision made once per term by a competent person.

c) ***How are substances to be disposed of?***

The disposal of hazardous chemicals should comply with the **Health and Safety at Work Act 1974** and the **Control of Substances Hazardous to Health Regulations 1999**. An individual assessment needs to be made regarding the safe disposal of each chemical and the results recorded on the appropriate form. The decision to dispose of unwanted chemicals should be reviewed on a termly basis.

## **14. Personal Protective Equipment (PPE)**

### **Introduction**

Personal Protective Equipment (PPE) refers to all clothing and safety equipment intended to be worn or used by a person at work which gives protection against one or more risks to health and safety. PPE is seen as a last resort, or an interim solution pending the risks being resolved by other means because;

- It only protects the person wearing it and not others in the vicinity who may be affected by the work
- Using it may give a false sense of security if it is not correctly fitted
- It can be cumbersome, which may give rise to other risks.

Appropriate PPE will be provided for the safety of any employee who may be exposed to risks to their health and safety while at work which is not adequately controlled by other means, as set out in the Personal Protective Equipment at Work Regulations 1992.

### **Controlling Its Use**

Managers will ensure that where PPE is being used it is suitable for the purpose and is used in accordance with recommended practices. Members of staff are obliged to use it properly, report any losses or defects and ensure that it is properly stored when not in use.

## **15. ELECTRICAL EQUIPMENT**

### **ELECTRICAL WORKS**

#### **The Need for a Policy**

- to comply with the law (Electricity at Work Regulations 1989)
- to reduce the risk of personal injury to employees, contractors and members of the public
- to reduce the risk of costly damage to plant
- to minimise the School's liability for prosecution and claims

## Hazards

The main injuries that can result from such contact are;

**Burns:** Injuries resulting from damage to live electricity cables are usually caused by the explosive effects of arcing current and by any associated fire or flames when the sheath of cable is damaged

**Shock:** The danger from contact or near contact with overhead cables is extreme, with one in every three accident fatal. Even a low voltage can cause muscular spasm, preventing a victim from releasing a live object and cause fibrillation of the heart

The following procedure should be adopted;

- **Do not touch the casualty if he/she is in contact with a live object**
- Do not move the casualty unless he/she is in a position of danger
- If possible break the electrical contact by switching off current or by pushing the casualty away with a non-conductive object (e.g. a dry broom)
- First aid must be administered by a qualified person, and the casualty referred for professional treatment

### a) *Who inspects electrical equipment?*

\* All equipment should be visually checked each time it is used by a member of staff. Where a plug, or lead shows signs of damage, or wear the equipment should be immediately withdrawn from use and the problem brought to the attention of the head of faculty.

\* All class 1 (earthed) hand held portable electric appliances are to be tested at least on an annual basis in accordance with the **ELECTRICITY AT WORK** regulations **1989** unless seldom moved. The results of these inspections are to be recorded and kept in a register.

\* All other class 1 (earthed) portable electric appliances are to be tested at least every four years in accordance with the **ELECTRICITY AT WORK** regulations **1989**. The results of these inspections are to be recorded and kept in a register.

\* All class 2 (double insulated) should be visually inspected for damage before use.

\* All fixed appliances, including Technology equipment, hand dryers and wall mounted water heaters etc. will be tested for electrical safety on an annual basis in accordance with the **ELECTRICITY AT WORK** regulations **1989**. All inspections will be detailed in a report.

\* The main electrical plant will be inspected by an outside contractor.

b) ***Where are records kept?***

All records will be kept with the resources technicians in each area.

## **16. DISPLAY SCREEN EQUIPMENT**

Display Screen Equipment (DSE) is any alphanumeric or graphic display screen, normally a computer and monitor, but can also refer to a microfiche reader.

Work with this equipment is widespread and not generally high risk, but it can lead to muscular and other physical problems - eye fatigue, headaches and work related upper limb disorders - WRULD (often referred to as RSI - Repetitive Strain Injury), Musculoskeletal Disorders (MSDs) that can affect muscles, joints and tendons in all parts of the body..

## **17. INFECTIOUS DISEASES**

a) ***How will staff be informed?***

Any reports of infectious diseases should be brought to the immediate attention of the head teacher. The head teacher will seek medical advice as appropriate and assess the degree of risk to staff and pupils.

\* Low risk - staff will be informed by way of a notice on the staffroom board.

\* Medium risk - staff will be informed by way of a personal note via pigeon-holes and a notice on the staffroom board.

\* High risk - an emergency staff meeting will be called and a note will be placed in pigeon holes and on the staffroom notice board.

In cases where the disease, or infection is reportable, it shall be the responsibility of the school Principal First Aider to contact the school doctor.

b) ***Precautions***

It is the responsibility of Principal First Aider to inform the medical officer for environmental health (**MOEH**). Any advice given by the MOEH regarding precautionary measures, such as the decontamination of certain areas, will be acted on immediately and in full.

In order to minimise the risk of the spread of infection the following precautions should be taken:

\* Staff should ensure that any cuts, or broken skin are covered with waterproof or other suitable dressings while at work.

\* Particular care must be taken when dealing with bleeding or other cases of spillage of body fluid -

- i) Disposable plastic gloves should be worn
- ii) People should be kept away from the area of spillage until it has been dealt with.
- iii) The affected area should be disinfected as soon as possible.
- iv) Individual contaminated paper towels can be flushed down a toilet, but if a quantity has been used they, together with the gloves, must be treated as infected waste.
- v) Infected waste should not be placed in dustbins or paladins, but should be placed in a yellow plastic sack to be collected and disposed of by the local authority environmental health department. Yellow sacks are available from the school Principal First Aider.
- vi) On completion of work involving the cleaning up of body fluids, hands should be washed thoroughly.

## **18. TRANSPORT**

### **a) Minibus transport**

Full guidelines for staff use of the school's minibuses appear in the Trips and Visits Policy.

- \* The minibuses will be inspected and maintained on a regular basis. A competent person will be appointed to be responsible for the vehicles. This duty is currently the responsibility of the Site Manager.
- \* Individual drivers should report defects etc. by way of the log sheet kept within the bus, or if it is deemed to be urgent and dangerous, by directly contacting the Site Manager.
- \* Where defects require remedial work to be carried out, other than that which can be satisfactorily completed by the Site Manager, the matter is to be brought to the attention of the Facilities Manager who will arrange for the appropriate work to be completed.
- \* The Finance Manager will ensure, on behalf of the governing body, that the vehicles are correctly taxed and insured and that MOT certificates and Minibus Permits are obtained as appropriate.
- \* Staff wishing to use the school minibuses must first undergo training in the safe handling of such a vehicle and pass a test supervised by an official appointed by the local authority. Minibus drivers will be reminded through the Safety Cloud when their refresher training needs to take place. In addition, drivers will be required to sign to indicate that they have read and understood the school's policy on minibus driving (see appendix). A record of all such drivers will be maintained by the Finance Manager.

## b) **School trips**

A separate Visits and Trips Policy statement on school visits is circulated to all staff.

## **19. NEW STAFF**

### a) ***How and by whom will new staff be informed of procedures?***

Responsibility for the induction of all new staff, whether newly qualified or experienced, rests with the Assistant Headteacher (Staffing). Within the induction programme time will be allocated to the task of informing new staff of the relevant procedures.

Appropriate staff will be asked to address the relevant issues-

The school Principal First Aider - to inform and advise regarding issues of first aid, health and the spread of infection.

The Facilities Manager and Assistant Headteacher(Staffing) - to inform and advise regarding issues of fire precautions, emergency evacuations, hazards, environment defects and general health and safety.

## **20. MONITORING AND REVIEW**

### a) ***How and when will procedures be monitored?***

The Health and Safety Committee will monitor procedures -

i) on a termly basis, as part of its standing agenda, the group will examine issues which have arisen over the previous months and recommend modifications accordingly.

ii) by responding to problems as they arise and implementing changes as appropriate.

iii) by regular checks to ensure that procedures are being followed.

### b) ***When will procedures be reviewed?***

The Health and Safety Committee will review this policy statement every 2 years and report its findings to the governing body who will update, modify and amend it as appropriate.

**Annex A****Risk Scoring Grid**

<b>Impact / Severity</b>	<b>High</b>	<b>6</b>	<b>7</b>	<b>9</b>
	<b>Med</b>	<b>3</b>	<b>5</b>	<b>8</b>
	<b>Low</b>	<b>1</b>	<b>2</b>	<b>4</b>
		<b>Low</b>	<b>Med</b>	<b>High</b>
<b>Likelihood</b>				

**Notes:**

1. **Hazards**
  - Look only for hazards that you could reasonably expect to result in significant harm, i.e. requiring at least a hospital visit.
2. **Persons at Risk**
  - Staff / Students /Visitors/Contractors/All.
3. **Risk Description**
  - What harm could result to the Persons at Risk if there were no controls in place to control the Hazard.
4. **Gross Risk Level**
  - The level of risk from a hazard when no control measures in place.
5. **Current Mitigating Action (Existing Control measures)**
  - Consider the management systems that are in place e.g., Regular Inspections, Risk Assessments, First Aid training, etc.
6. **Net Risk Level**
  - The residual level of risk from a hazard with the Mitigating Actions (Existing Control Measures in place.)
7. **What actions can be taken to further reduce the risk?**
  - Can the risk be removed completely?
  - Is there a less risky option?
  - Can access to the hazard be prevented?
  - Can arrangements be made to reduce exposure to the hazard?
  - Can particular clothing or equipment be provided?
  - Do specific warnings need to be included

**Asbestos**

An asbestos survey has been conducted and a register of asbestos locations maintained. Where asbestos is identified, routine termly visual checks are conducted to ensure this remains in good repair and therefore poses no risk.

Before any contractors or maintenance staff are employed to work on the fabric of the building, the asbestos register will be consulted accordingly. Work will not be permitted on any materials containing asbestos unless HSE guidelines are followed and work conducted whilst the school is closed to pupils.

### **Working at Height**

Work at height must be avoided as far as practicable. Where it is identified as necessary for an employee to work at height from a ladder, a safe system of work is followed.

All ladders are maintained in good repair. Each ladder is individually identified, visually checked before use by staff and examined on a routine basis by management. Defective ladders are labelled and removed from use. The School also uses mobile elevated working platforms. All users have received IPAF training and the MEWPs receive a thorough examination under LOLER every 6 months.

### **Housekeeping**

The School will ensure that standards of cleanliness are maintained and all areas kept free from slip or trip hazards.

Traffic routes and escapes will be kept clear of obstructions.

### **Legionella**

Legionnaires disease is a potentially fatal form of pneumonia. Infection is caused by breathing in small droplets of water contaminated by the bacteria. The School is aware of the risk from legionella and a full risk assessment has been undertaken.

### **Workplace Facilities and Welfare**

In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the School is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a rest room with a water supply.

### **Play and Sports Equipment**

Play and sports equipment is routinely visually checked for damage, wear and tear. Staff are responsible for informing the Head teacher if equipment requires replacement. Damaged equipment is removed from use until repair or replacement.

### **Machinery / Powered tools**

Use of machinery and powered tools is included in risk assessments.

It is School policy that all relevant employees and pupils working in the woodworking room will be trained in the safe operation of the equipment and employees and pupils are required to use all work equipment correctly / in accordance with their training / manufacturers recommendations. All pupils will be supervised whilst using woodworking equipment.

Appropriate guards on machines are provided in order to make all operations as safe as possible.

Employees and pupils must NEVER:

- (a) Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- (b) Attempt to operate any machinery or equipment without the guards or other required safety devices in place.

- (c) Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

## APPENDIX A

### SUPPORTING HEALTH AND SAFETY POLICIES

Policy	Detail
Accident Reporting	All accidents, injuries, work related diseases and ill health, and “near misses” must be recorded and notified to Principal First Aider, Southall Associates and the Health & Safety Committee. This Policy outlines the procedure to follow when any such incident occurs on premises owned/controlled by the School. It also applies to any accident or injury that arises from work activities that are carried out away from premises.
Contractors	Managers have a responsibility to ensure that contractors are competent to carry out their work safely with minimal risk to themselves and others. This Policy describes the arrangements in place to minimise the risks to contractors and others affected by their activities. It includes guidance on meeting the legislation related to construction design and management and management of asbestos.
Display Screen Equipment	This Policy provides general guidance with regard to employees who work with display screen equipment (DSE).
Driving at Work	This Policy describes the arrangements in place for managing the risks associated with work related driving.
Drugs, Alcohol and Substance Abuse (HRE Policy)	The School recognises that the misuse of drugs or alcohol may affect the health and safety of employees and others. This Policy describes the arrangements in place to minimise the risks arising from the effects of drugs, alcohol or substance abuse and to promote the health and well-being of employees.
Emergency Plan (Resilience Team Plan)	Where an accident results in death, the school has an SLA with the Council for their support through the Council’s Emergency Plan and the Resilience Team will lead the Council’s initial response. This Policy describes the arrangements in place to manage such an incident.
Fire and Emergency Evacuation & Fire Marshalls	<p>Managers have a responsibility to make sure that emergency procedures are effective, practised and communicated to anyone who may be affected. This Policy describes the arrangements in place to minimise the risk of fire and the procedure that should be followed in the event of a fire or emergency evacuation.</p> <p>The appointed Fire Marshalls operate in the following areas:</p> <ul style="list-style-type: none"> <li>• 2 Marshalls from Cartwright 1 on each floor</li> <li>• 1 Marshalls from Gibbons to clear from the top floor down</li> <li>• 2 Marshalls from Malley 1 from ICT and 1 from English top floor</li> <li>• 2 Marshalls from Arts 1 for Music and 1 for Visual arts</li> <li>• 2 Marshalls from Technology 1 for Food and 1 for the rest</li> <li>• 2 Marshalls from Maths 1 for the huts and 1 for the Maths block</li> </ul>

First Aid	This Policy describes the arrangements in place for providing appropriate first aid facilities and sufficient trained first aiders to deal with accidents and injuries occurring at work.
Hazardous Substances	This Policy describes the arrangements in place to manage the risks in relation to substances hazardous to health to ensure that exposure is prevented or at least controlled to within statutory limits.

<b>Policy</b>	<b>Detail</b>
Lone Working	Working arrangements are the responsibility of each Line Manager. This includes undertaking a risk assessment of the work activities undertaken by employees who work alone or in isolation. This Policy describes the procedure in place to manage the hazards and risks that particularly apply to lone workers.
Manual Handling	Hazardous manual handling activities will be avoided so far as is reasonably practicable. This Policy describes how the School intends to reduce the risk of manual handling injuries to its employees and provides guidance on the measures that should be taken to ensure safe lifting and carrying in the workplace.
Mobile Phones (ICT Policy)	This Policy describes the arrangements in place to comply with legislation for the use of mobile phones in vehicles.
Personal Protective Equipment	Where a need has been identified, suitable personal protective equipment (PPE) will be provided to employees. This Policy describes the arrangements in place for providing PPE when the risk presented by a work activity cannot be adequately controlled by other means.
Risk Assessment	Managers have a responsibility to ensure that risk assessments are undertaken for work activities they control, in consultation with their employees. This includes identifying the hazards, those at risk and how they could be endangered. This Policy describes the arrangements in place and the documentation to be used to ensure that suitable and sufficient risk assessments are carried out on all work activities.
Smoking (HRE Policy)	This Policy describes the School's arrangements for complying with No-Smoking legislation.
Stress	This Policy describes the procedures in place to provide, as far as is reasonably practicable, a working environment where the effects and presence of stress is minimised.
Workplace Violence	This Policy describes the arrangements in place to minimise the incidence and risk of violence to its staff whilst they are at work.