

The Chantry School



Health and Safety Policy

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April 2017
Next Review April 2018

1. The Policy Statement

This policy is based on the Local Authority sample policy provided as part of the Health and Safety Service Level Agreement offer.

The Governors of The Chantry School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a) provide safe systems of work, plant and equipment;
- b) provide for the safe use, handling, storage and transport of articles and substances;
- c) provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d) provide a safe place of work with safe means of access and egress for all persons using the premises;
- e) provide a safe and healthy working environment with adequate welfare arrangements;
- f) provide for the health and safety of persons not employed by the school, but who may be affected by its activities.
- g) encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and management of the school in carrying out their statutory duty;
- h) require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.
- i) ensure there is adequate professional inspection and support of health and safety systems from experts outside of the Academy.

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed (as required under the Management of Health and Safety at Work Regulations 2006, the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002).

Signed: _____ Headteacher Date: _____

Signed: _____ Chair of Governing Body Date: _____

Signed: _____ Chair of Premises Committee Date: _____

Signed: _____ School Safety Officer Date: _____

2. The Organisation

Employer Responsibilities

2.1 The Governing Body, are responsible for:

- a) overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at The Chantry School (under sections 2 and 3 of the Health and Safety at Work etc. Act 1974).
- b) has responsibility for appointing competent principal contractors where building or plant maintenance is done and appointing a competent person as Planning Supervisor (for those works which fall within the scope of the Construction (Design and Management) Regulations 2007).
- c) ensuring that the school's safety policy is implemented, monitored and regularly reviewed and revised as necessary.
- d) ensuring that sufficient funds are reserved for meeting their responsibilities for Health and Safety.
- e) monitoring the (health and safety) need for building maintenance in the school and implementing repairs as necessary.
- f) monitoring of structural defects that could adversely affect the health and safety of staff, pupils and other persons.
- g) the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school.
- h) ensuring that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health.
- i) ensuring that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced.
- j) the adoption of safe working practices by staff and pupils, and by contractors when on site.

2.2 The Headteacher is responsible for:

- a) The day to day responsibility for health and safety on the school site.
- b) The implementation of the school safety policy.
- c) Advising the Governing body of the need to review the school safety policy.
- d) Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006, in all areas of significant risk and under those regulations specified in the policy statement above.
- e) Ensuring that staff receive appropriate health and safety training.
- f) Emergency procedures, including evacuation in case of fire or bomb threats.

- g) Developing and maintaining a critical incident plan for major incidents.
- h) Ensuring that adequate provision is made for the administration of First Aid.
- i) Notifying the LA Health and Safety Advisor (under the SLA) of any serious accidents to pupils or any accidents to staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- j) Ensuring that all new material on health and safety matters, supplied by the LA or the Health and Safety Executive, is brought to the attention of any relevant persons promptly.
- k) Consulting staff on any health and safety matters affecting them and ultimate responsibility for altering or stopping any process deemed unsafe. This includes any decisions to close the school on the grounds of safety.
- l) Consulting trade union safety representatives on matters affecting the health, safety or welfare of staff and to facilitate the carrying out of their duties through safety inspections and attendance at training courses.

2.3 The School Safety Officer (Business Manager) is responsible for any item above delegated by the Headteacher, in particular

- a) Monitoring day to day health and safety on the school site.
- b) Reviewing and updating the School Safety Policy.
- c) Accident recording and reporting.
- d) Arranging safety audits and seeking professional advice by the LA (under the SLA) or other external professionals.
- e) Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- f) Reviewing emergency evacuation procedures and sharing good practice with all staff.
- g) Developing and maintaining the critical incident plan.
- h) Managing first aid staff and procedures and sharing good practice with staff.
- i) Reviewing and updating whole school risk assessments and sharing these with appropriate staff.
- j) Carrying out regular inspections of the school premises to identify any health and safety issues.
- k) Monitoring the work of contractors on site and advising on any issues affecting the welfare of staff and pupils.
- l) Report on Health and Safety issues to the Governors Premises Committee.
- m) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff.

- n) Ensuring that support staff receive appropriate health and safety training.
- o) Ensuring that new staff and volunteers receive Health and Safety information as part of the induction process including providing a copy of the latest Health and Safety Policy.

2.4 Heads of Faculty / Department are responsible for:

- a) all matters of health and safety in their faculty, department or subject area.
- b) bringing to the notice of the School Safety Officer any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their faculty, department or subject area.
- c) having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d) producing a faculty / departmental / subject safety policy and reviewing and revising it annually. This is a requirement from PE, Science, DT and Art.
- e) ensuring that staff have received adequate training on health and safety aspects of their specialist areas (especially where use of potentially hazardous equipment or substances is undertaken).
- f) ensuring that necessary personal protective equipment (ie. eye protection or protective clothing) is available and kept well maintained.
- g) ensuring that any risks specific to their area of work are adequately assessed (e.g. COSHH assessment for use of hazardous substances).
- h) ensuring that relevant safety signs and, where required by law, regulations or notices are displayed (eg. signs requiring use of eye protection or restricting use of teacher only machines to named individuals, abrasive wheel regulations, positions of gas, water or electrical isolators etc.).

2.5 Other Teaching and Support Staff are responsible for:

- a) ensuring that they are familiar with and comply with the school safety policy and, where applicable, the departmental or subject safety policy.
- b) reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Faculty, Department or the School Safety Officer.
- c) co-operating with their employer (The Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

2.6 The Site Team are responsible for:

- a) Ensuring that they are familiar with and comply with the school safety policy.
- b) Bringing to the attention of the School Safety Officer any problems or defects affecting the health and safety of any person on the school premises.
- c) Bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their

direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).

- d) Ensuring that they receive adequate training and instruction including periodic refresher training in areas relevant to their work.
- e) Ensuring that all equipment and materials received have adequate health and safety information (eg. manufacturer's data sheets for COSHH assessments to be carried out).
- f) Ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or contractors working under their direction.
- g) Ensuring that due warning is given of any caretaking / cleaning operations that could constitute a hazard to other users of the premises.
- h) Informing the School Safety Officer as appropriate of the arrival (or expected arrival) of contractors for maintenance work.
- i) Informing contractors of any hazards that could affect their health and safety while working in the school.
- j) The safe use and maintenance of all plant and the safe use and storage of all materials used for that maintenance.
- k) Ensuring that all appropriate Health and Safety procedures are carried out in relation to school lettings and during holiday periods in the absence of senior staff.

2.7 The First Aid Team are responsible for items delegated by the School Safety Officer including:

- a) Maintaining the First Aid box(es) in line with the guidance given and ordering any First Aid supplies as may be kept separately.
- b) Providing first aid advice and treatment to staff and pupils within their training remit.
- c) Reporting and recording accidents using the appropriate books and forms and following up on any incidents with staff and parents as required.
- d) Liaising with staff regarding pupils with medical conditions or injuries.
- e) Monitoring the use of controlled drugs and epipens.

2.8 Safety Representatives (Appointed by Trade Unions / Professional Associations) have the right to:

- a) Carry out termly inspections of the premises (with the School Safety Officer if preferred) and submit a written report to the Headteacher.
- b) Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c) Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.

- d) Represent the staff / union membership on the Governors Premises Committee.
- e) Receive such training as may be necessary for them to perform their duties.

3. The Arrangements

3.1 Access and Egress

All walkways, paths and corridors should be free from slip / trip hazards and movement around school should be controlled.

Staff should inform the School Safety Officer or Site Staff if they discover slip / trip hazards but should take immediate action to reduce the risk if possible. The school operates a strict behavioural policy enforced by staff in relation to children moving around school i.e. no running or pushing. All staff are expected to tackle poor behaviour around the school site.

External pathways / steps are kept in good order. Site staff deal with loose, damaged and uneven slabs as soon as they are identified. Site staff are also responsible for slippery pathways. The Business Manager ensures there is adequate lighting where there is movement during the dark. See also Clearance of Ice, Snow and Leaves Policy held on the staff shared area under the policies section.

The Business Manager reviews risk assessments annually and these are distributed to appropriate staff.

3.2 Accident Recording and Reporting

The school follow the specified procedures laid down in the LA Handbook of Safety Information. Pupil accidents are recorded in an accident book by the qualified first aid staff who dealt with the incident and form PAF 01 is completed for more serious accidents. The first aider will follow up information to complete the documentation. They will also advise relevant staff of any issues if appropriate. Head bump letters are issued if considered appropriate.

All staff and visitor accidents are recorded in a separate accident book and form RIDDOR 3 is completed by the first aider responding if the accident is considered serious. Accidents will be investigated if appropriate by the School Safety Officer. This includes queries from the LA, HSE or insurers. The Safety Officer ensures that accident documentation is completed properly. Accident statistics for each term are presented by the Safety Officer to Governors Premises Committee (as this committee considers Health and Safety). The committee will determine if any follow up action is required.

3.3 Asbestos Management

The Safety Officer deals with asbestos management on a day to day basis. School follows the procedures and advice given by the LA Risk Team. An asbestos register is kept with the Safety Officer and contractors and staff are advised to check this before undertaking any work and sign the register as confirmation. An Asbestos Management Plan has been introduced and approved by the Governing Body. Before entering into any building projects the Safety Officer should consult with the specialist LA Risk Team. During large projects where a building surveyor is appointed they will take on this responsibility.

Site staff must receive basic asbestos awareness training and must discuss any maintenance work with the Safety Officer where any potential asbestos issues can be reviewed. The Site Manager carries out periodic visual checks of identified asbestos areas. It should be noted that the school now has very low levels of asbestos across the school. See Asbestos Register and Management Plan also.

3.4 Audit of Safety and Monitoring Arrangements

The Governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any alterations to working practices and procedures are implemented. The Governing body recognize the importance of monitoring health and safety matters. Health and Safety is a standing agenda item at termly Governors Premises Committee. Monitoring will be carried out in a number of ways.

The Safety Officer will organise periodic safety audits with the LA Safety Advisor (under the SLA). The auditor will produce a report to the Headteacher with any necessary action. This is presented to the Governors Premises Committee and any actions are dealt with by the Safety Officer.

The Safety Officer and Headteacher will carry out ad hoc audit by walk about inspection or at the point of planned servicing for specific plant and equipment. Union Safety Representatives are free to carry out inspections and report their findings to the Headteacher. Any issue of significance will be reported to Governors Premises Committee.

At each termly meeting accident statistics are provided to Governors Premises Committee who will advise of any follow up action required. Governors Premises Committee do an annual walk-about inspection in the summer term.

3.5 Bodily Fluids / Blood-borne Diseases

Staff must inform the office immediately if there is any bodily fluid to clean up. Site staff deal with this and protective clothing must be worn at all times. Disposable gloves are available to staff. The school uses Bioman 999nc powder to cover the spillage. This hardens the substance and makes it easier to clean up. Hard surface areas are then disinfected and mopped. Carpets are hoovered and stains removed. The fluid is disposed of in the medical bins available (see also 3.9). If site staff are unavailable and no other staff can be identified to deal with it then the area of the fluid should be cordoned off by office staff until it can be dealt with.

3.6 Break Time Safety and Supervision

Duty Teaching Staff (break), Lunchtime Supervisors (lunch) should report any potential hazards in social areas e.g. slips and trips. This should be reported to the School Safety Officer immediately and action taken to reduce the risks as 3.1. Pupils are also encouraged to do this during breaks. Pupil behaviour is constantly monitored during breaks and children are reminded about certain activities e.g. contact sports and play fighting.

Lunchtime Supervisors are responsible for keeping up standards of behaviour at lunchtimes and should report any problems to Senior Management or Year Head. They should also deal with any food and drink spillage in the eating areas immediately. One member of the lunchtime staff holds a first aid qualification and will deal with any first aid issues during that time.

Due to the open nature of the site staff should be vigilant of any unauthorised person on the school site. Staff should be prepared to challenge anyone not carrying a pass who is not known to them and report any incidents immediately to senior staff. Staff should ensure that pupils remain within the identified pupil boundary and any pupils going outside these areas must be moved to the areas allowed. See also 3.31.

3.7 Cleaning and Housekeeping

The school use contract cleaners for daily and holiday cleaning. The contract identifies the cleaning schedule and standards expected. The company has central health and safety staff

and produce their own risk and COSHH assessments. Copies are provided to the school. The Cleaning Supervisor manages cleaning on a day to day basis and liaises with the Safety Officer or Site Manager on any issues. The Site Manager checks the standards of cleaning. The cleaning contractors must follow health and safety procedures in relation to wet floors and cleaning in dust environments like woodwork rooms. They are expected to provide suitable training to cleaning staff. A copy of the school safety policy is provided to the cleaning company and supervisor by the Safety Officer.

All staff are encouraged to keep their room in a tidy, safe manner. Storerooms can be particularly hazardous if storing hazardous substances or heavy equipment. Shelving should not be overloaded and heavier items kept nearer the floor. Steps should always be used when loading / unloading higher level shelving. Staff should not create a fire hazard by blocking electrical boards, heaters or fire exits. Staff need to consider sockets and extension leads used in their rooms and not leave electrical items on unnecessarily. Any problems should be reported to the School Safety Officer.

3.8 Contractors (Management of)

The Safety Officer is responsible for contractors on site. He delegates the duty for arranging contractors for repairs and maintenance to the Site Manager who liaises with them during the work. The school makes every effort to complete building works when children are not around but this is not always possible and then procedures are put in place to ensure there is no risk to school users including using methods to segregate contractors and pupils. Staff and pupils are made aware of any related safety issues as appropriate.

Contractors are selected using LA and other school recommendations and must have the required public liability insurance. Many contractors are already used in school and a relationship has been built up over time. All contractors must sign in when visiting school and wear the appropriate passes. Contractors are made aware of any risks to them whilst carrying out work e.g. asbestos, fire procedures.

For larger building projects the appointed Building Surveyor will ensure the necessary Health and Safety documentation is produced including method statements. Planning will be done with the Safety Officer to ensure that work is carried out at the appropriate time and that safety is continually monitored.

School staff are encouraged to report any safety concerns that they have regarding the work of contractors to the Safety Officer.

3.9 Control of Substances Hazardous to Health (COSHH & Radiation)

The school operates a policy of purchasing alternative low risk substances where applicable. COSHH data sheets are requested when making orders for goods and Finance will forward these on to the appropriate Head of Department. These HOD's are Art, D & T, Science, caretaking and cleaning. For caretaking and cleaning the contracted company provides COSHH data sheets and provides copies to the Site Manager who keeps up to date records.

Each Head of Department is responsible for keeping these on file and sharing with their staff as part of their risk assessment process. They are responsible for the safe storage of hazardous substances and for the appropriate training of staff in their department. Science in particular should refer to the COSHH Regulations 2002 for risk assessment of the very hazardous substances. Each department should include in their risk assessments training, storage, transportation, spillages and wearing of protective clothing.

The school has a contract for the disposal of feminine hygiene and medical waste with PHS who remove these bins under license on a monthly basis. This contract is monitored by the Safety Officer. See also 3.6 for the disposal of bodily fluids.

The Radiation Supervisor has been delegated by the Head of Science to the Senior Technician who has received the appropriate training. He will carry out all the risk assessment and record keeping and share this with department staff. The school uses Christine Birch from the LA as the Radiation Protection Officer as required.

3.10 Defect Reporting

Day to day defects in buildings or equipment should be reported to the Safety Officer verbally or by email. He will record it and ask a member of the site team to make an initial assessment of the defect and whether it can be dealt with in-house or by specialist contractors. The Safety Officer keeps a note of each defect reported and will follow this up with the site staff allocated the duty until the defect has been rectified.

If the defect presents an immediate safety risk it will be removed, labelled or cordoned off by the site staff and will be monitored by the Safety Officer. Significant defects are reported to the termly Governors Premises Committee by the Safety Officer and further action agreed.

3.11 Display Screen Equipment (PC Monitors)

In accordance with DSE Regulations the Safety Officer ensures that all staff classed as DSE Users (those that use DSE for a significant part of their normal work) have a DSE assessment every 3 years. Staff are provided with guidance and a checklist so that can self-assess but they can request help from the Safety Officer if they are unsure about any of the guidance. Users must confirm that they have carried out the self-assessment by providing a copy of the checklist to the Safety Officer.

New staff will have an initial assessment and assessments will be carried out if staff move locations. The Safety Officer will deal with any issues following DSE assessments.

3.12 Educational and Off-site Visits

The Educational Visits Co-ordinator (EVC) is also the Assistant Head. Staff must follow the school trips and visits procedure before embarking on an educational visit. This is available on the staff shared area under 'Educational Visits'. This incorporates all the good practice identified in key documents provided by specialist bodies like the OEAP. There are a number of useful documents for staff to view in this area.

Please refer to the separate Trips Policy and Procedures documents.

3.13 Electricity at Work

The Safety Officer ensures there is a rolling programme of electrical testing in school. This is purchased with a LA Property Services SLA. They arrange approved contractors to make annual fixed wire tests (for public hire areas), 30 month (for ICT) and 60 month fixed wire tests and will recommend any remedial work to the school.

The School carries out its own PAT testing on an annual rolling programme using the Senior Science Technician as part of his extended duties. He follows the latest PAT testing guidelines issued including visual checks on specific plugs. Where the school is hired out and the hirer uses their own electrical equipment (rare) we will ask for evidence that equipment has been PAT tested or carry out our own visual checks where appropriate. The Safety Officer ensures that stage lighting rigs are tested periodically using Stage Electrics.

The school will lead on electrical work and testing at Sport Martley also.

3.14 Extreme Temperatures

The school will make every effort to reduce temperatures where rooms are excessively hot. The member of staff should liaise with the Safety Officer to look at ways of reducing heat. Fans will be provided if necessary. Computer rooms are covered by air conditioning systems. If rooms are cold staff should report this to the Safety Officer and he will ensure there are checks done on the heating system and will provide portable heating if necessary.

3.15 Fire Precautions and Emergency Plans

The Safety Officer has overall day to day responsibility for fire precautions and associated procedures. Through the Place Partnership (ex. LA) SLA the school has a maintenance contract for alarm and emergency lighting testing 6 monthly and fire fighting equipment annually. There are written records for all tests and any remedial work is recommended to the school.

Fire evacuation is controlled by the Headteacher but all staff have a role to play during evacuation. Fire drills are conducted at least once a term and reviewed after. Please see separate detailed evacuation procedures. This is emailed to all staff every term.

The Fire Risk Assessment is carried out periodically by the LA Risk Team (last done 2015). A copy of the report is sent to the school with any action required. A copy of this report is held by the School Safety Officer. The Safety Officer reviews this periodically to identify any outstanding items. The Safety Officer will also consider fire safety as part of any walkabout inspection around the site.

All new staff as part of their induction is given basic fire evacuation procedures. Site staff are involved in fire drills so that they have a good understanding of the process and they have completed basic fire awareness training.

The school has developed a Critical Incident Plan for serious incidents affecting the normal operation of school including fire.

3.16 First Aid including CPR and Medication

The School Safety Officer manages the work of first aid staff. There are a number of fully trained first aid staff and their details are held at the main reception. Trained first aid staff deal with first aid incidents on a day to day basis. They are also responsible for accident administration / documentation, dealing with parents / emergency services, medication control and ensuring there is adequate first aid stock. The First Aid Team meet each term and share good practice and ensure that communication with staff about pupils is effective.

First aid staff must have completed the 3 / 4 day training to be fully qualified and this lasts for 3 years before refresher training is required. The Safety Officer checks and arranges refresher training. There are also 1 day trained first aid staff who can offer some back up basic support.

First Aid staff are paged or telephoned when required depending on who is on duty and respond according to urgency. The medical room contains the main stock of first aid and the documentation to complete. There are other first aid kits located in key points including Science and PE. One first aider has responsibility for first aid kits and stock control.

First aid staff will take advice as to whether to contact parents or an ambulance. They will accompany children to hospital if parents are not available and until parents have been located and can attend hospital to take over.

In 2015 a defibrillator was purchased and is located at Sport Martley. In response to this First Aid staff were trained in CPR and defibrillator use. A CPR and Defib. protocol was also

written and shared with staff. This will be issued annually to staff and new staff will also be made aware of the protocol and the location of the defib. unit for emergencies. First Aid staff will provide CPR and defib. demonstrations to staff who are interested periodically and key staff e.g. P.E. will be invited to attend.

Controlled medication is kept locked in the main office and must be supported by a letter from parents. This will be administered by office staff and signed by 2 members of staff.

The school participates in epipen training at regular intervals provided by a trained nurse. A list of all epipen users is made available to all staff by email and in the staff room by the SIMS Manager. Pupils are reminded to carry their medication and epipens by first aid staff who monitor this on a regular basis. One first aider takes a lead on controlled medication and will consult with pupils and parents alike. School keeps an epipen for each child as a back up in the main office.

3.17 Health and Safety Advice and Sharing Safety Information

The school obtains specialist safety advice from the LA Health and Safety Team through a SLA. The Headteacher and School Safety Officer will have direct contact with this team for support and advice when required.

Safety advice is shared with the following groups as follows:

Employees (including Union Reps)

Receive the updated H & S Policy by email. This document is kept on the staff shared area under the 'Policies' section. New staff are given basic safety advice with their induction and a copy of the Health and Safety Policy. If there are specific safety issues that may affect staff they are informed by the Headteacher or School Safety Officer during staff briefings or by email e.g. if contractors are working in an area of school.

Pupils

Where the Headteacher feels it appropriate to advise pupils this will be done through form time messages or more seriously by assembly called e.g. rough play resulting in hospitalisation. Lessons are delivered to cover drugs, alcohol, smoking and safe sex. There are specific safety sessions delivered by staff where pupils are involved in activities with higher risk e.g. gardening using tools.

Visitors / Contractors

All visitors are expected to sign in. At this point they are advised of the fire meeting point (as advised on their visitor pass) and given information on safeguarding. Any other safety issue that may affect their visit will be communicated by the Reception staff. They must wear a visitor / contractor pass. Contractors are advised to check the asbestos register with a notice in reception.

Governors

Any key safety information is discussed at termly Governors Premises Committee meetings. Health and Safety is a standing agenda item and will include accident statistics and updated policies and risk assessments provided by the Safety Officer.

3.18 Kiln

The Head of Art has been trained to use pottery kilns and can obtain advice from the kiln maintenance company as and when required. The Head of Art is responsible for kiln risk assessments and sharing with Art staff. The kiln is located in the lockable Art store preventing access to pupils. The room provides suitable ventilation by way of opening

windows and vented door grilles. The kiln has a temperature cut off mechanism for added safety.

The kiln is subject to an annual safety inspection organised by the Safety Officer.

3.19 Lettings and Shared Use of Premises

All administration is dealt with by the Safety Officer. Please refer to the Lettings Policy for more detail held on the staff shared area under the policies section.

3.20 Lifting Equipment (including lifts and hoists)

The school has two pieces of equipment for lifting. There is a lift in the main school and a hoist in the disabled toilet in the Sports Hall (very rarely used). Both items are serviced and repaired through maintenance agreements. The school lift is serviced twice a year and the Sports Hall hoist annually. The lift is independently inspected to meet LOLER regulations. Initial training on the hoist was provided to some key staff including the Safety Officer. This training is cascaded to new users when requested.

3.21 Lone Working and Personal Safety

Please refer to the Lone Working policy held in the staff shared area under the policies section. The policy is sent to all staff annually. The policy states best practice and practical advice for staff working on their own out of school hours e.g. making sure you notify the Site Manager that you are on site, regular reporting back to someone and not carrying out heavy lifting or climbing.

3.22 Maintenance and Inspection of Equipment and Plant

There are annual tests and inspection of PE equipment where gymnastics and trampoline items are included as well as other large fixed and loose equipment. A record is kept with the Safety Officer and any remedial works is decided on. The day to day inspection of sports equipment is the responsibility of the Head of PE. During public time (evenings and weekends) Freedom Leisure through the Duty Manager are responsible for day to day inspection. They currently arrange safety and servicing contracts for the climbing wall and fitness suite equipment e.g. rowing machines. They only use fully qualified specialists and keep all safety records in their office at Sport Martley. The school and Freedom Leisure share servicing and safety costs accordingly. Staff should report all defects immediately to the Safety Officer.

Day to day inspection and basic repairs of DT machinery is the responsibility of the Head of DT. An annual safety inspection is carried out by a specialist company and a report is presented to the school for any remedial action. There is also an annual dust and extraction inspection carried out arranged through the Place Partnership (ex. LA) SLA. A report is presented to the Safety Officer and any remedial works decided on.

In Science, fume cupboards are tested by the Senior Science Technician who has received the appropriate training. The Head of Department ensures that equipment is checked by staff on a daily basis. Any issues with gas, water and electric is reported immediately to the Safety Officer. There is an annual Gas Soundness test carried out as part of the service agreement.

Whole school plant i.e. heating system, is monitored by the Safety Officer. There is a service contract in place arranged through the Place Partnership SLA. Servicing takes place 6 monthly and remedial works are dealt with through the year. All records are kept with the Safety Officer. The Place Partnership Energy Team also monitor the heating system centrally. (SLA in place). There are additional service contracts in place for Air conditioning systems which take place yearly.

See also 3.13, 3.15, 3.18, 3.20, 3.23, 3.24, 3.31 and 3.40 for further equipment maintenance and inspection in place.

3.23 Manual Handling

Staff lifting heavy items on a regular basis should attend a manual handling course. This has to be identified by their line manager as part of their annual performance review (or sooner if needed). Site Staff are a key target group and undertake refresher training periodically. Staff should use a common sense approach to lifting i.e. get help, adopt the correct posture (bend knees / straight back).

If in doubt staff should seek advice from the School Safety Officer where a risk assessment will be carried out if necessary.

Canteen tables are used that require no lifting by Lunchtime staff as they fold up and down and are on wheels. These tables are serviced annually.

3.24 Minibuses

Only staff who have passed the necessary minibus test are allowed to drive the minibuses. All drivers must renew their test every 3 years. LA transport team support the school with this. The minibus is maintained and inspected on an almost daily basis by Site staff (the main users) but annual servicing, MOT, tax, breakdown cover and any repairs are managed by the Safety Officer. All documentation is held by the Safety Officer.

All staff are advised to carry out safety checks before using the vehicle by using the checklist provided.

Staff should apply common sense and caution when loading / unloading children particularly on main roads. Children must be asked to wear seatbelts and any child over 14 is personally liable if stopped by police. It is the responsibility of the driver to ensure children are behaving appropriately and they should not continue to drive if there is any risk of distraction. It is very rare for drivers to drive for long periods of time but if they plan a distance trip they need to seek advice from the Safety Officer.

Drivers should ensure that the first aid kit is stocked and that they are aware of where the fire extinguisher is located. They also need to ensure they are aware of the procedure if the vehicle breaks down. The annual break down cover contacts are located in the vehicle and the policy ensures that the minibus passengers can be taken to their require destination (minibus rescue). If driving primary school children below the regulation height booster seats should be provided by the primary school.

3.25 Noise at Work

The Governors realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where this is likely to happen the Safety Officer will carry out periodic noise monitoring checks. Control measures will be put in place to reduce noise levels as far as reasonably practical. If it is not possible to reduce the noise level below 80dB employees will be issued with hearing protection and hearing protection zones will be set up. In circumstances where the noise level remains above 80dB hearing protection will be supplied to employees working in these areas.

3.26 Notifiable and Infectious Diseases

The school still refers to the County 'Handbook of Safety Information' list and process to follow. Staff are asked to check with the Safety Officer for further advice.

3.27 Personal Protective Equipment

Where the need for PPE has been identified for staff through line management meetings, performance review or lesson planning it will be provided free of charge to employees to enable them to carry out their duties. For teaching departments requests will go to the Department Head and ordered through their budget. For non-department support staff requests should be made to the Safety Officer e.g. site staff, first aid.

3.28 Pregnant Staff

Once staff have notified the Headteacher of their pregnancy they will be risk assessed by the Safety Officer. He will have a meeting with the member of staff to discuss any potential hazards and then put in place any necessary changes.

3.29 Risk Assessments

The Governors understand the need to undertake risk assessment for all activities which present significant foreseeable hazards as per Regulation 3 in the Management of Health and Safety at Work Regulations 1999.

For teaching departments the Head of Department should ensure that risk assessments are reviewed annually and shared with their staff. They should ensure staff sign risk assessments as evidence they have read and understood them. A copy of the Department Safety Policy with risk assessments should be provided to the Safety Officer for reference.

For non-teaching activities risk assessments are reviewed annually by the Safety Officer and shared with relevant staff. Relevant staff will be asked to sign each risk assessment as evidence they have read and understood it. The Safety Officer keeps a list of risk assessments. The Safety Officer may be asked to carry out one-off risk assessment for staff who may be injured, ill, or pregnant. Permanently disabled staff or pupils should be annually risk assessed by the Safety Officer or SENCo (pupils) and should be kept on personal files once shared with relevant staff.

Ad-hoc activities e.g. trips, gardening projects, should be risk assessed by the leader of the activity and shared with the group. A copy should be provided to the Safety Officer.

3.30 Safeguarding

Please see Safeguarding Policy and also E.Safety Policy on the staff shared area under the Policies section.

3.31 Security

Security is the overall responsibility of the Safety Officer. Day to day responsibility is delegated to the Site Manager who lives on-site.

Signage and Visitor Control

Signs are in place directing visitors to reception but it is acknowledged that the school is very open. There are clear signs saying that the school site should not be used out of hours without prior permission. All visitors must sign in and carry visitor passes. Staff should be prepared to challenge staff without visitor passes. See also 3.6 for break time safety.

Locks and Keys

The school has a suited lock system in place. Suited keys have to be ordered and cannot be cut. Spare keys and a list of key holders is held in the safe and kept updated by the Safety

Officer. Only certain staff have access to external door keys and only the Safety Officer can issue keys to appropriate staff.

Burglar Alarms and CCTV

The school operates a fully maintained security alarm system and a list of key holders is in place to respond to alarm calls.

The Site Manager has responsibility for security during the evenings and weekends although he is not expected to be on site out of his normal working hours unless it has been pre-arranged. Please see Lone Working Policy for dealing with out of hours alarm calls.

The school operates a CCTV system and uses this as a deterrent to pupils as well as criminals.

3.32 Smoking

The school site including the grounds is a 'NO SMOKING SITE'. The site team organise appropriate signage around school and particularly on main entrances.

3.33 Sports Pitches

The Head of PE carries out regular inspection of sports pitches (including hard surfaces) and refers any issues to the Safety Officer. The school Site team will carry out any remedial action e.g. holes, animal waste. Grass cutting is carried out regularly (weekly during the growing season) to keep pitches maintained. When grass pitches are very wet or very hard (heat / ice) the PE staff will assess the risk before using the pitch.

For external hirers of sports pitches the Safety Officer will ensure pitches are checked and safe to use. He will liaise with the hirer and will make decisions whether the hire can go ahead. Please refer to Letting Policy for further information.

3.34 Staff Consultation and Wellbeing

Staff are encouraged to raise concerns or make recommendations for improving health and safety by either:

- Discussing with their line Manager through daily / scheduled meetings or as part of their annual performance review. They should also discuss any safety training requirements as part of this process. The Line Manager will forward this to the appropriate senior staff for consideration.
- Approaching their trade union representative who will investigate the matter and liaise with the Headteacher or School Safety Officer to resolve the matter.
- Approach the School Safety Officer direct to discuss further. The Safety Officer may have to refer the issue to the Headteacher if necessary for a final decision.
- Approaching the Headteacher direct to discuss further. The Headteacher will involve the School Safety Officer as appropriate.
- Approaching Governors who sit on the Premises Committee to consider the matter although it is hoped that staff would approach relevant school staff first.
- Using staff surveys that are sent out periodically e.g. Keele.

Trade Union safety information can be obtained from the staff room notice boards or direct from their representative. The Health and Safety Law poster is situated in reception. Please also see 3.17 that identifies how information is shared by management.

The school takes staff wellbeing very seriously and provides clear channels for staff to raise any personal or work related problems they have. They can use any of the communication channels open to them as stated above. The Headteacher will ultimately take the lead on specific staff wellbeing issues and will involve other staff as required and take the necessary decisions to improve the situation for the member of staff.

The school has a clear and fair absence from work policy (please see reverse of absence request form). The majority of requests for time off are granted to help staff. School make referrals to Occupational Health where appropriate for health related matters and other support agencies may be identified for the individual.

The school provides comfortable and clean facilities for staff to use. This includes a dedicated staffroom providing free drinks and snacks. The Safety Officer takes a proactive approach ensuring that rooms, equipment and furniture are fit for purpose and safe to use and will recommend changes when identified. The school has generous non-contact time and adopt a 'rarely cover' policy which mostly equates to considerably lower than cover limits laid down in law. All this helps to lower stress levels for staff.

3.35 Training and Development

Line Managers / Department Heads are responsible for identifying minimum health and safety training for their staff. They should also review training needs including refresher training through annual performance review. Training requests go to the Deputy Headteacher responsible for professional development for budget approval. All training records are kept with the Deputy Headteacher and training administrator.

The staff induction process includes a section on Health and Safety with the Safety Officer. This covers areas such as Fire, First Aid and any risk associated with their area of work.

3.36 Vehicles on Site

Coach companies transporting pupils in and out of school are contracted by LA Transport. The coach companies should ensure their drivers are adequately trained and comply with LA risk assessments processes. Coaches are restricted to the yard which provides adequate space for parking and turning. Parents are not allowed to drop / collect pupils on the yard during coach drop off and pick up times. Pupils are advised of the risks posed by the amount of coach traffic at the school and a heavy staff presence (duty team) is in place each day to supervise this daily event. Leadership Team staff provide daily supervision as part of this team.

Delivery drivers should restrict their speed to 5 mph as directed by the school entrance signs. Larger vehicles often require a member of the site staff to help them reverse out of the main car parking areas and to keep an eye on children's movements. When practical, site staff will meet with delivery drivers as they arrive on site to provide additional safety. Signage is in place for delivery drivers. Where building projects are in place the school requires restrictions in vehicle movement and also a banks-man for larger vehicles.

Staff and visitors should park in the designated parking spaces around the school and sports hall. They should park with due care for others and may be asked by the Safety Officer to move their vehicle if inappropriately parked.

3.37 Violence Towards Staff and Pupils

Staff should be aware of the potential threat from aggressive / agitated pupils and parents and must take certain steps to reduce the risk. If staff believe there is the potential for violence from visitors and pupils they should not interview / confront them alone. Staff should make sure other staff are nearby and aware of their situation. Staff should always remain calm and try to defuse the situation and situate themselves close to a door so that they can escape quickly if necessary.

All visitors should sign in at reception and carry a visitors pass. Staff should confront anyone who is not carrying a visitor pass but should do this with other people around if possible. The

site is very open so staff are asked to be vigilant and raise the alarm if they consider there to be a threat. There are restrictions for pupils on going beyond certain areas during breaks and they are not allowed off the school site. See also Safeguarding Policy and 3.31 on Security.

All incidents should be recorded and reported to the Headteacher. Staff should also refer to the Lone Working Policy.

3.38 Water Hygiene

The Safety Officer manages day to day water hygiene in school following guidelines from the Place Partnership Risk Team and referring to the HSE directive 'The Control of Legionella Bacteria in Water Systems L8'.

The Site Manager carries out water sampling on a monthly basis or as required by the guidelines. All sampling is recorded by the Site Manager using the school test sheets and kept in the Safety Officer's office. Any concerns are reported immediately to Place Partnership Risk Team. There are maintenance contracts in place for the servicing water tanks and air conditioning systems. All details are kept with the Business Manager.

3.39 Work Experience Pupils

The Head of CPSE has responsibility for organising work experience placements for year 10 pupils. The school buys a SLA from Worcestershire EBP Ltd who carry out all the necessary safety checks and risk assessments on behalf of the school. Teaching staff will visit pupils during their placement to see how they are getting on. Staff will have due regard for Health and Safety and will remove pupils if they feel they are at risk. Placements are evaluated afterwards. See also Work Experience Policy on the staff shared area under Policies section.

3.40 Working at Heights

Ladder / Scaffold Tower Safety

Only Site staff or staff (including contractors) in the presence of site staff are allowed to use school ladders. They are stored and maintained by the site staff in their store areas. They carry out visual inspections and record these on each occasion when they use them. The Site Manager also carries out a comprehensive annual check which is recorded.

Site Staff should make sure the ladder is at the correct angle and secured top and bottom where possible. Ideally there should be a second member of staff around to assist and foot the ladder. This is extra important in circulation areas because of the number of children around.

Site Staff using the scaffold tower must follow the manufacturers safety guidelines when building and using the tower and follow the above process for inspection.

Step ladders are made available to classroom staff to avoid any overstretching and use of chairs. They should be visually checked by staff each time they are used. They will also be periodically checked by Site staff for condition. Pupils are allowed to use low step ladders under the immediate supervision of staff.

Contractors are allowed to bring their own ladders and scaffold towers in without the need for site staff supervision. However, the contractor is responsible for the condition of this equipment and also for ensuring that they are secured and do not present a risk to pupils e.g. ladders left unattended when pupils are present. If a contractor is working alone they should request assistance from site staff to ensure they are safe.

Working on Roofs

Only Site staff and the Safety Officer (to assess any issues) are allowed on the roofs to carry out basic work. They must not do this on their own and in poor weather conditions. They must also wear appropriate clothing particularly safety boots that have good grip.

For more specialist work Roofing contractors will be used and for these occasions the Safety Officer will organise Hot Works Permits (if required). For larger roofing projects a building surveyor will be appointed and they will deal with all safety issues including method statements and risk assessments.

Cherry Pickers

These can be hired from specialist companies. All safety and training advice will be given by the company. Site staff must work in pairs when using this equipment. A risk assessment will be carried out by the Safety Officer.

All risk assessments for working at height will be reviewed annually and shared with relevant staff by the Safety Officer.