

The Chantry School



Health and Safety Policy

1. The Policy Statement – Page 2
2. The Organisation – Page 3
3. The School Arrangements – Page 7

November 2021
Next Review November 2022

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 and bomb threats or lockdown in the event of immediate threats on site
- 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) Recording 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) Ensuring that periodic compliance testing and servicing is carried out.
- l) Monitoring the work of contractors on site and advising on any issues affecting the welfare of staff and pupils.
- m) Report on Health and Safety issues to the Governors Premises Committee.

- n) Consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff.
- o) Ensuring that support staff receive appropriate health and safety training.
- p) 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 for 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 (e.g. 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, 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 (e.g. manufacturer's data sheets for COSHH assessments to be carried out).
- f) Support the School Safety Officer with arranging for contractors to carry out periodic compliance testing and servicing.
- g) 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 is 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 or floors 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. These policies are shared annually with the Site team. The Business Manager reviews risk assessments annually and these are distributed to appropriate staff.

3.2 Accident Recording and Reporting

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 where the pupil was taken to hospital or sent to their GP. The first aider will follow up information to complete the documentation. These incidents are recorded by staff on the online H&S portal provided as part of the LA SLA. First Aid staff will also advise relevant staff of any issues if appropriate. Head bump letters are issued to parents 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. Queries from the LA, HSE or insurers will be dealt with by the Safety Officer as required. 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. An Asbestos Management Plan is in place (April 2019) and has been approved by the Governing Body. This document replaces all previous surveys and registers. The school has access to specialist asbestos advice through PR Associates that have a dedicated Asbestos team. Before entering into any school led building projects the Safety Officer should consult with

these specialists. For large projects, a building surveyor is appointed and they will take on this responsibility.

Site staff receive basic asbestos awareness training (April 2019) 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 and logs the result. It should be noted that the school now has very low levels of asbestos across the site.

Refer to the Asbestos Management Plan held in the Site Managers office for further details.

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 an external safety professional. 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 periodic walk about inspections or when reviewing a particular area or service in school. Defects and general maintenance needs will be logged and monitored until completion by the Safety Officer. 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. See also section on Defect Reporting.

The Site Manager carries out an annual safety check of all classrooms using the HSE checklist during the summer term. All checks are recorded and filed and any urgent remedial work is discussed and agreed with the Safety Officer.

The Safety Officer will review the Health and Safety Policy annually and test areas of the policy against actual practice carried out in school. Improvements will be formalised and communicated to staff and Governors.

At each termly meeting accident statistics and other health and safety updates 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.

There is occasional external audit of safety by other organisations including those representing the ESFA or their insurers under the RPA scheme. Published reports will be shared with staff and Governors with commentary from the Safety Officer. Any agreed improvements will be implemented by the Safety Officer and communicated with staff.

Inspection or testing reports from service contractors are checked by the Safety Officer and any urgent works will be dealt with as appropriate.

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 and Lunchtime Supervisors should report any potential hazards in social areas e.g. slips and trips. This is 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. Senior Management are often on duty during lunchtimes. Lunchtime Supervisors should also deal with any food and drink spillage in the eating areas immediately. Members of the lunchtime staff hold a first aid qualification and will deal with any first aid issues during that time. All staff on duty during lunch periods carry a walkie talkie and can liaise with senior staff, site or first aid staff as required.

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. Also refer to the whole school risk assessment for intruders on site.

3.7 Cleaning and Housekeeping

The school employs its own cleaning team monitored by the Site Manager. The Site Manager manages cleaning on a day to day basis. The Site Manager checks the standards of cleaning and carries out administration as appropriate including monitoring forms, health and safety risk assessments and the recruitment and induction of new staff. The Site Manager is supported by the Safety Officer (Business Manager) as required.

Cleaning staff are issued with a pack of updated COSHH, method statements and risk assessments on induction and annually thereafter. They must follow the guidance set out in the 'pack' e.g. wet floors, manual handling and COSHH.

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.

As 3.4 the Safety Officer will carry out periodic inspections and this will include general housekeeping and log any issues. Staff will be expected to comply with any requests to improve their area. External audits will also identify any housekeeping issues e.g. Fire Risk Assessment (see FRA October 2018).

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 or other Site Team staff who

liaise 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 appropriately recommended sources 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. For Safeguarding all contractors are supervised by a member of the site team. 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 by school, main contractor and appointed building surveyor. 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 usually sent with 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.

Each Head of Department is responsible for keeping COSHH assessments on file and sharing with their staff as part of their risk assessment process. See 3.7 also. 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 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 LA Safety Advisor as the Radiation Protection Officer as required under the annual SLA.

3.10 Covid Management

Since the last version of this policy the world has been through this major pandemic. We are now starting to see some normality following the vaccination programme and school is returning to pre-pandemic times but we still have a number of important procedures in this area.

To reduce the spread of the virus the school continues to:

- adopt thorough hand sanitisation and cleaning regimes
- provide good ventilation across the site
- ask staff to maintain 2 metres between colleagues and pupils as much as possible
- allow the wearing of face masks if staff and pupils
- promoting regular testing of the school community
- providing advice to staff, parents and pupils as required.

- report the number of cases to the appropriate bodies
- provide online learning as required

If pupils display any symptoms of the virus they will be seen by first aid staff and with parental consent will carry out a LFT test. Parents may wish pupils to go home and test. Very poorly pupils will be asked to go home regardless. Our aim is to keep pupils in school as much as possible and therefore if the test is negative and they are well enough they will stay in school. Those testing positive will be sent home and asked to do a PCR test to confirm.

First aid staff must ensure that the pupil is isolated in the designated room and that they wear the appropriate PPE if in close contact including gloves and face masks.

Staff showing symptoms should carry out a LFT test. If this is positive they must stay off work until the result of PCR test is received. Staff do not need to isolate if family members test positive unless they have symptoms and test positive. Anyone testing positive is asked to self-isolate for 10 days from the start of their symptoms or if no symptoms from the day of their positive test.

The school will continue to follow local and national advice and update its procedures accordingly.

3.11 Defect Reporting

The school has a ticketing request system for non-emergency site maintenance. Staff email sitesupport@chantryschool.com and this logs a ticket for the Safety Officer and site team. These tickets are prioritised daily by the team and there is a weekly review at a site team meeting chaired by the Safety Officer. All emergency safety issues are dealt with immediately by the team through any contact means available to staff.

As 3.4, annual and ad hoc audits will be recorded by the Safety Officer and prioritised with Site staff. External contractors will be called if a more specialist or technical issue.

If the defect presents an immediate safety risk it will be dealt with immediately, 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.

3.12 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 (last done January 2020 as an online course). Staff are provided with guidance or training enabling them to self-assess and they can request help from the Safety Officer if they are unsure about any of the guidance. 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.

3.13 Educational and Off-site Visits

The Educational Visits Coordinator (EVC) is currently a Year Head with this additional responsibility. 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. Periodic educational visit training is delivered by the EVC and this was last done September 2018.

Please refer to the separate Trips Policy and Procedures documents.

3.14 Electricity at Work

The Safety Officer ensures there is a rolling programme of electrical testing in school. This is purchased using a SLA with PR Associates. They arrange approved contractors to make fixed wire tests at 30 months (interim) and 60 months (full). Contractors will recommend any remedial work to the school. All test reports should be provided to the school and any urgent defects identified with specialist advice provided by PR Associates.

The School carries out its own Portable Appliance Testing (PAT) on an annual rolling programme across the school 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 Science Technician keeps an on-going record of testing including any items that have failed. These are put out of commission and replaced if appropriate. The Site Manager is also trained to PAT test as a back-up.

The Safety Officer ensures that stage lighting rigs are tested annually using an approved contractor and all urgent defects are addressed.

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

3.15 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. During Covid rooms are ventilated through the colder months with windows in rooms opened. This makes rooms cold but pupils and staff are allowed to wear coats during this time. Staff can ventilate rooms according to numbers i.e. close windows based on class sizes.

3.16 Fire Precautions and Emergency Plans

The Safety Officer has overall day to day responsibility for fire precautions and associated procedures. Through a PR Associates SLA the school has a maintenance contract for alarm panel (bi-annually) and emergency lighting testing (annually) and fire-fighting equipment (annually). This includes the Sports Centre. There are written records for all tests and any remedial work is recommended to the school with urgent defects being addressed.

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 which identifies roles and responsibilities. This is emailed to all staff every term prior to any planned drill.

A Fire Risk Assessment is carried out periodically by an appointed fire specialist (last done Oct. 2018). 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 are given 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. Fire training plans for staff groups will be agreed annually by the Safety Officer. This will include general awareness and extinguisher training. Whole school online fire awareness training was completed by 100 staff by January 2020.

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

3.17 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 Safety Officer or delegated first aid staff will enter more serious (requires external assessment or treatment) accident information onto the online Cority system provided as part of the Local Authority Health and Safety SLA.

First aid staff must have completed the 3 day training course 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 contacted 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 accident 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.

A defibrillator is located at Sport Martley. First Aid staff are trained in CPR and defibrillator use plus any other appropriate staff. See also the CPR and Defib. protocol which is shared with staff annually and new staff are also made aware of the protocol and the location of the defib. unit for emergencies. Refresher training will be provided to first aid staff as appropriate.

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

The school participates in whole school epipen training at regular intervals provided by a trained person. A list of all epipen users is made available to all staff by email and in the staff room by the First Aid Administrator and through health care plans provided by the SENCo. 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 staff room.

3.18 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. Staff are provided with other relevant policies or risk assessments for their area of work when they are periodically updated.

Pupils

Where the Headteacher feels it appropriate to advise pupils this will be done through form time messages or by assembly e.g. rough play resulting in hospitalisation.

Lessons are delivered to cover health and well-being. There are specific safety sessions delivered by staff where pupils are involved in activities with higher risk e.g. gardening using tools or trips. Pupils were involved in emergency first aid / CPR sessions in 2020 delivered by an external provider.

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 supervised by a member of the Site team and advised to check the asbestos register if they are doing invasive building works.

Governors

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

3.19 Kiln

The Head of Art and other staff are 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 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. Certified kiln training was provided in November 2018 for Art teachers, Art Technician and Site staff.

3.20 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.

3.21 Lifting Equipment (including lifts and hoists)

There is a passenger lift in the main school and the Humanities block. The hoist in the disabled toilet in the Sports Hall has been put out of commission. These items are serviced and repaired through annual maintenance agreements. The school lifts are serviced bi-annually through an agreement arranged by PR Associates. The lifts are independently inspected by the insurance company to meet LOLER regulations. The school also has an Evacuation Chair that is serviced annually. Demonstrations and training of the lifting equipment is provided on an ad hoc basis depending on the needs of school users e.g. a temporary or permanent disability.

3.22 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.

3.23 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 report is provided to the Safety Officer and any urgent remedial works is agreed with the Head of PE. The day to day inspection of sports equipment before use is the responsibility of the Head of PE. During public time (evenings and weekends) Freedom Leisure through the Duty Manager is responsible for day to day inspection of sports equipment used at Sport Martley. Freedom Leisure 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 urgent remedial action. There is also an annual dust and extraction system inspection carried out by a specialist contractor. A report is presented to the Safety Officer and any urgent remedial works is agreed with the Head of DT.

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 mechanical service agreement.

Whole school plant i.e. heating system, is monitored by the Safety Officer. There is a service contract in place arranged through a PR Associates SLA. Servicing takes place annually and remedial works are dealt with through the year. All records are kept with the Safety Officer. The County 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 bi-annually.

See also 3.14, 3.16, 3.19, 3.21, 3.24, 3.25, 3.32 and 3.41 for further equipment maintenance and inspection in place. A complete summary list of testing and servicing of equipment is held and updated by the Business Manager.

3.24 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.

3.25 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 Site Manager. 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 required destination (minibus rescue). If driving primary school children below the regulation height booster seats should be provided by the primary school.

3.26 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.

3.27 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. See also the section on Covid Management.

3.28 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.

3.29 Pregnant Staff

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

3.30 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. Weekly Site Team meetings are used as a tool to review relevant risk assessments that impact on them. It acts like a safety reminder. The Safety Officer keeps a list of risk assessments. The Safety Officer may be asked to carry out one-off risk assessment for staff and pupils 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.

3.31 Safeguarding

The school adopts many active processes to address this key area of safety in schools. Some of the processes include a dedicated Safeguarding Team, visitor control, annual staff training, safer recruitment, incident recording through CPOMS software and learning for pupils through lessons and assemblies. For more information please see the Safeguarding Policy and also the E.Safety Policy on the staff shared area under the Policies section or alternatively speak to the Designated Safeguarding Lead.

3.32 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. A record is kept of visitors who gain access in school without properly going through the normal visitor control process e.g. accessing blocks directly. 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 a key safe and kept updated by the Site Manager. 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 through the SLA with PR Associates 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 comprehensive CCTV system. This is maintained internally and acts as a deterrent to pupils as well as criminals. A limited number of staff have full access to this system.

3.33 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.

3.34 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.

3.35 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.
- Approaching the staff well-being group that meets termly.
- Using our external HR support for advice, usually through the Headteacher or Safety Officer.
- 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 3.18 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.

3.36 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. Whole school training and advice is provided periodically in relation to safeguarding, epipens, fire safety, trips and visits.

3.37 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. Site team members also help with traffic management each day.

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. This may include banks-man for vehicles whilst pupils are around. 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 by the contractor for larger vehicles.

A barrier system is in place to prevent cars and deliveries unauthorised access and to provide restrictions on moving around the main school site during the day when pupils are active. This barrier is automated and monitored by reception staff and will be lifted to allow access if deemed appropriate.

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.

3.38 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. Staff should also refer to the Lone Working Policy.

All visitors should sign in at reception and carry a visitor's 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 3.32 on Security.

All incidents should be recorded and reported to the Headteacher or Safety Officer.

Due to the growing threat of terrorism and other large scale immediate threats to staff and pupils the school has developed a lock down procedure, this is periodically communicated to staff and tested. The Headteacher and Safety Officer have attended major critical incident training and a Critical Incident Policy is in place.

3.39 Water Hygiene

The Safety Officer manages day to day water hygiene in school following guidelines from PR Associates 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 Site Manager's office. Any concerns are reported immediately and professional advice is sought. . There are maintenance contracts in place for the servicing water tanks and air conditioning systems. All details are kept with the Safety Officer.

A full legionella audit was carried out by an approved water management specialist in April 2018. This report should be reviewed annually ensuring remedial works are carried out by the Safety Officer using specialist advice. The audit is valid until there is significant building change.

3.40 Work Experience Pupils

The Head of PHSE 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.

3.41 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 receive periodic ladder training.

Site Staff using the scaffold tower must follow the manufacturer's 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. The school must check the rules regarding licensing before hiring as there are some restrictions in place. 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.

Please refer to the Working at Heights risk assessment for more detail. The risk assessment- for working at heights is reviewed annually and shared with relevant staff by the Safety Officer.