

Health and Safety Policy



Formby High School
Determined To Achieve

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Contents:

Part 1: General Statement of Policy

Part 2: Organisation and Responsibilities (delegation of tasks)

Part 3: Arrangements to establish, monitor and review Health and Safety

Health and Safety Policy

Statement of Intent

The Board of Governors will apply and oversee a strong, resilient, and robust approach to risk and safety management throughout all parts of the school based upon recognised best practice. It will ensure that safety and risk management is maintained and, where desirable, enhanced in order to protect the school, employees, students and visitors.

The requirement to provide a safe and healthy working environment for all employees and students is acknowledged and the Governing Body and those in control of the School recognise and take responsibility for compliance with their statutory duties under the Health and Safety at Work etc Act 1974 and subsequent legislation.

In compliance with the Health and Safety at Work etc Act 1974, the Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of all persons on school premises or taking part in school activities elsewhere.)
- all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- appropriate safe systems of work exist and are maintained.
- sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own health and safety and that of others.
- a healthy working environment is maintained including adequate welfare facilities.

The Fire Safety policy will form part of this Health & Safety policy.

In addition to the above, the School will ensure so far as is reasonably practicable, that the health and safety of students, visitors and contractors is not adversely affected by its' activities.

Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives forms part of this policy.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

ANNEXE 1: Organisation and Responsibilities

Group / Individual	Responsibilities
<p>The Governing Body</p> <p>Competent Person(s)</p>	<p>Ensuring at a strategic level that Health and Safety is adequately planned for, resourced and monitored to ensure that the School is safe and operating within all Health and Safety legislation.</p> <p>Two serving Governors, with professional experience in Health and Safety are the School's 'Competent Person(s)' whose role is to work with the Site Manager Health and Safety Coordinator (HSC) to provide guidance as and when required.</p>
<p>The Headteacher</p>	<p>Has executive responsibility for ensuring that Health and Safety within the School is managed effectively and achieves objectives set by the Governing Body.</p>
<p>The Site Manager / Health and Safety Coordinator (HSC)</p>	<p>Coordinating and assisting with carrying out Risk Assessments.</p> <p>Monitoring and arranging the inspection / testing of plant, equipment and machinery.</p> <p>Carrying out a planned programme of inspections and producing a report of findings and action required.</p> <p>Arranging Fire Drills.</p> <p>Identifying Health & Safety training requirements.</p> <p>Monitoring Personal Protective Equipment provision.</p> <p>Monitoring Accident /Injury procedures and recording.</p> <p>Arranging PAT (Portable Appliance Testing) and LEV (Local Exhaust Ventilation) system testing.</p> <p>Inspection and maintenance of the Fire Alarm and Emergency Lighting.</p> <p>Arranging annual inspections of Fire Fighting equipment.</p>
<p>Curriculum Leaders</p>	<p>Maintaining Health & Safety procedures and producing recorded Risk Assessments for their specific areas and teaching activities.</p>
<p>The First Aider</p>	<p>Providing First Aid assistance and maintaining stocks of first aid materials.</p>

	<p>Storing and allocating students' medicines.</p> <p>Recording accidents and injuries in the Accident book.</p> <p>Assess school users suffering temporary disablement to ensure the responsibilities of the school in regard to Health and Safety are maintained.</p>
Caretakers	<p>Managing the maintenance and cleaning of school site, equipment and grounds.</p> <p>Supervision of contractors working at the school.</p>
Catering Manager	Food hygiene and health and safety in the kitchen and dining areas.
New Teacher Induction Mentor	Providing Initial Teacher Trainees (ITT) and new staff (including newly qualified staff) to the school with Health & Safety and emergency procedures information.
All Employees	Irrespective of their position within the School structure, all employees have a responsibility in ensuring their own and others' Health and Safety and must follow the requirements of this Policy and other safety guidance within the school. All staff have a responsibility for ensuring their working areas remain safe and any potential health and safety hazards are acted upon appropriately.
Educational Visits Coordinator and Group Leaders	Ensure all aspects of a school trip / educational visit have been risk assessed and that necessary control measures are put in place (in accordance with the School's Educational Visits Policy). In doing so, adhere to guidance provided by the Health and Safety Executive.
External Advisors	Are appointed under Service Level Agreements to provide specialist advice to the School as required.
Students	Ensure they behave in a way that promotes their own safety and that of others, report any health and safety concerns to a member of staff and take responsibility for ensuring school remains a safe place.

ANNEXE 2: Arrangements to establish, monitor and review Health and Safety

School Arrangements

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with legal requirements.

1. Accident Reporting, Recording & Investigation

The First Aider must report student accidents by recording details using the appropriate forms.

Accidents involving staff should be recorded on the correct form and entered in the Staff Accident Record Book. Accident and incident investigations will be carried out by the Site Manager/Health and Safety Co-ordinator (HSC). Any workplace accident or illness incurring an absence from work longer than 7 days will be reported to the HSE (Health and Safety Executive) in compliance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

2. Asbestos

The school is compliant with all statutory responsibilities relating to Asbestos. A copy of the asbestos register is available in the general office, with the HSC and on the T drive. The HSC and Caretakers are responsible for ensuring that all contractors have sight of the register and have signed to confirm they have read and accepted the contents prior to starting significant work on the premises.

All staff are instructed not to drill or affix anything to walls, without first consulting with the HSC and following the above procedures as for contractors.

If any damage is caused to asbestos materials, immediately isolate the area and report to the Headteacher, do not attempt to clear up any debris. It will be the School's responsibility to seek external organisations for advice.

3. Closed Circuit Television (CCTV)

There are CCTV cameras in use on the school site. There is one camera covering the gate located on Long Lane and three are located at the Freshfield Road entrance of A Building which covers the access from Freshfield Road. There is a single camera in the Behaviour for Learning Centre. The school follows the CCTV Code of Practice 2008.

4. Closure

It may be necessary to close the School on occasion, particularly as a consequence of snow. When making this decision, the Headteacher will consider the risks presented to staff and students by the campus / buildings and whilst travelling to and from the School and will take advice from the HSC and Competent Person(s). If an enforced closure is necessary, the school will act according to its *Snow Closure Procedures*.

5. Contractors

Prior to the start of work, contractors are to submit copies of their safe systems of work and risk assessments. The HSC and Caretakers are responsible for monitoring contractors' working methods. Any concerns from staff regarding contractors must be reported to the Site Manager/HSC or Headteacher either in writing or verbally at the earliest opportunity.

6. Curriculum Safety [including out of school learning activity/study support]

Teaching staff must carry out an assessment and submit a risk assessment prior to commencing any hazardous activity or participating in a school trip.

7. Display Screen Equipment (DSE)

Staff who have been identified as meeting certain criteria in the use of computers as part of their job will be given DSE training and as part of that training will undertake a self-assessment questionnaire. For staff who do not fall into this category information is available in the Health and Safety folder on the shared network drive showing how to set up a computer workstation and includes a self-assessment questionnaire to complete.

8. Drugs & Medications

Parents must sign Care Plans and are responsible for informing the school of any changes to these plans, at any time. Care Plans will only be changed at the request of parents/carers or those responsible for the student. If there is a Care Plan then the procedures contained MUST be adhered to. All drugs must be administered from the First Aid Office with the exception of those students who may suffer from nut allergies, asthma, diabetes or epilepsy and the relevant paperwork must be completed. Any student with any of the aforementioned conditions sent by a member of staff to the First Aid office must be accompanied at all times. All First Aiders and office staff will be made aware of where these records are kept.

9. Electrical Equipment [fixed & portable]

Staff are responsible for visually inspecting all electrical equipment prior to use (see relevant check list/safe system of works). In the event of uncertainty, advice from the HSC is to be sought to provide clarity as to inspection required. Any defects are to be reported to the HSC or Caretaker; however, if it is felt to be an emergency, the HSC or Finance Manager need to be notified immediately. A PAT test will be undertaken on all items of electrical equipment as per the risk assessment. The Hard Wiring is tested every five years.

If staff bring in personal electrical items from home these need to have a Portable Appliance Test (PAT); the HSC is to be contacted and test conducted. It is essential that where portable electric equipment is used outdoors a residual current device (RCD) is used to reduce the risk of electric shock.

10. Emergency Procedures and Continuity Planning

Procedures are in place for all foreseen emergencies (Fire, Accident, Bomb threat, Gas Leaks, Electrical faults, flood, etc). Continuity plans have been prepared. All relevant parties have been advised and contact numbers distributed.

11. Fire Precautions & Procedures

The HSC and Competent Persons are responsible for annually completing and reviewing the fire risk assessment. Fire drills will be carried out each term and recorded in the Fire Log book located in the HSC's office. Fire exits are to be kept clear at all times. Fire extinguishers will be checked on an annual basis by an approved company. The Fire Alarm will be tested on a weekly basis by the HSC or Caretaker. The test will be recorded and any concerns reported to the maintenance company should they be required. The Alarm will be tested on a quarterly basis by an appointed company. Emergency Lighting is tested monthly by a caretaker and recorded in the Fire Log Book. There are written procedures as to how students and staff evacuate the building if the fire alarm sounds and this is communicated through the Staff Handbook and through induction. Students are updated on any changes through Assembly or through Form Tutors at registration.

12. First Aid

The School has assessed its First Aid requirements and lists of First Aid trained staff are displayed throughout the school. The First Aid boxes are maintained by the person responsible for this. All First Aid administered must be recorded in the appropriate way. First Aid training will be refreshed as required.

13. Glass & Glazing

All glass in doors and windows is safety glass and all glass replacements are safety glass. There is no glass in the School which is below safety glass standard.

14. Handling & Lifting

The Caretakers and Technicians are trained in safe lifting techniques. If any significant manual handling risks are identified action will be taken to avoid, assess and reduce these risks. Staff who have not been identified as requiring manual handling training can find information for safe handling and lifting in the Health and Safety folder on the shared network drive or they can contact the HSC for advice.

15. Hazardous Substances (COSHH)

Where possible all substances purchased will be non-hazardous. If a hazardous substance has to be used, the Safety Data Sheet will be obtained from the supplier. Control of Substances Hazardous to Health (COSHH) assessments will be completed where necessary if work with the substances poses a risk to students or staff. The control measures for the hazardous substances used in Science, Technology, Food Technology, Art, Catering and Site Cleaning are covered in the relevant sections.

16. Health and Safety Advice

This is provided by Simon Chapman and Allan Harris (Competent Persons) and from the HSE website.

17. Housekeeping, cleaning & waste disposal

Premises are to be kept clean and tidy. Waste is to be placed in the appropriate bin. A contract cleaning company is appointed to clean the inside of the school buildings between the hours of 3.20pm and 7.30pm. Waste bins are emptied on a daily basis into exterior waste bins. Wet floor cleaning is only carried out once the School has closed to students or early in the morning before staff, students and visitors will be on the premises. Signage must be used to warn of wet floors.

The Caretaker is responsible for clearing snow and ice. Grit or salt are used on all paths.

18. Lettings/shared use of premises

A condition of lettings is that the organisation hiring the premises is shown fire exit procedures and is aware of their responsibilities for keeping the site secure and for calling the emergency services if required. Fire exits are clearly marked. Hirers have responsibility for their own first aid provision during the periods of hire.

19. Lone Working

If at all possible, staff must avoid working alone in any part of the building. If it is necessary to work alone then the staff member must inform another person that they are working alone, where they are, supply a contact number and what time they expect to finish.

Emergency Contact details are available for all staff. Staff are responsible for notifying the School if their contact details change.

20. Maintenance / Inspection of Equipment

Equipment is independently inspected annually by an approved contractor. The HSC undertakes regular testing/checking of fire alarms, fire exits and emergency lighting (refer to paragraph 10). Water systems are checked by TEAMS (Total Environmental and Mechanical Services). Ladders, stepladders and scaffolding are checked annually by an approved contractor. Fire extinguishers are examined annually under contract. Electrical

equipment is tested regularly (see Electrical Equipment, Paragraph 8). Cleaning equipment is maintained by the contract cleaning company.

21. Minibuses

The Governing Body and the Headteacher will ensure that the school has appropriate safety procedures for the minibus in line with the ROSPA (Royal Society for the Prevention of Accidents) advice for Minibus Safety and their code of practice. Only Staff aged 25 or over and who are Minibus Driver Awareness Scheme (MIDAS) trained will be permitted to drive the school minibuses. All minibus drivers must fill out a declaration form confirming that they are competent to drive the school minibuses. This declaration form will be kept confidentially on file in the HR office. A list of approved drivers is held in the Finance Office.

22. Personal Protective Equipment (PPE)

PPE will be provided where risks cannot be controlled by other means. Where necessary PPE will be provided free of charge should a risk assessment determine it to be necessary.

23. Poster on Health and Safety Law

The Health and Safety Law poster is situated by Reception, in the main staff room and in each building on the school site and is the responsibility of the HSC.

24. Public Entertainment

Relevant licences must be obtained and licence requirements followed. Risk Assessments must be carried out and control measures put in place, including event management plans.

25. Reporting Defects

Premise defects must be reported by email to the Site Manager. Serious hazards must be reported immediately to the HSC, caretaker or the Finance Manager who will arrange for the appropriate action to be taken. It is the responsibility of all staff to report defects/hazards.

26. Risk Assessments

The Headteacher is responsible for ensuring Risk Assessments are undertaken for significant risks and for ensuring that control measures identified are implemented prior to the activity taking place. Risk Assessments will be completed in conjunction with appropriate staff and will be filed on the shared network area and the HSC's office for reference. They will be reviewed annually or if there are any changes (refer also to Paragraphs 5, 21, 23 and 26 below).

27. School Security/Violence to Staff

Visitors to the School must sign in and out at the Reception Office and wear a School Visitor Badge. Staff should challenge strangers in the School if they are not wearing appropriate identification.

All adults and Sixth Form students must wear on the campus wear an ID badge and lanyard at all times. Different coloured lanyards are used to denote the following:

- Green – employees who have been DBS (Disclosure and Barring Scheme) checked wear a green lanyard.
- Orange – regular visitors to the school who have undergone a DBS check and who do not require supervision (for example, student teachers and Governors).
- Red – occasional visitors to the school who are accompanied at all times and do not have unsupervised access to students (for example, contractors and parents).

All security doors are to be kept closed. If there are any concerns about meeting with parents who might be angry or concerned, arrangements must be made to support the individual concerned by ensuring they meet in an open area, or are accompanied. All incidents of verbal and physical violence are to be reported to the Headteacher who will ensure appropriate support is provided.

Access codes are required to enter all buildings and these are known to students and staff – the codes are changed on a regular basis.

28. School Trips/Off-Site Activities

The Headteacher must authorise all school visits. The School Visits Co-ordinator will ensure all necessary paperwork is available and that all visits are recorded on the EVOLVE system. EVOLVE is a fully managed and robust online system run by EDUfocus that simplifies the process of planning, processing, monitoring, evaluating and reporting of educational and off-site visits.

Group Leaders must ensure appropriate risk assessments are undertaken and completed for offsite activities. A student will not be allowed to accompany a visit without a signed consent slip from a parent or guardian. First aid equipment and Medical Care Plans for students must be taken on all visits. Parent/Volunteers accompanying students on a visit must have been DBS checked.

When arranging the staffing for trips, the School will ensure appropriate levels of staffing, in accordance with guidance provided by the Department for Education (DfE). The staff:student ratio will vary according to a range of factors, including the potential risk of the activity undertaken, destination, duration and age of students participating.

29. Slips and Trips

Specific attention is to be given to avoid slipping and tripping hazards such as trailing cables, damaged floor coverings or slippery floors surfaces. Employees are expected to rectify these situations where possible or report them to the HSC or Caretaker. They should also ensure that appropriate action is taken to prevent any school user suffering injury. It is the responsibility of all staff to report defects/hazards. Cleaners should mop floors after school when there will be few people about or if that is not practicable, early in the morning before staff, students or visitors will be on the premises. Signage must be used to warn of wet floors. (Refer also to Paragraph 17).

Good standards of housekeeping are required, to reduce the risk of accidents. Staff offices, storage areas, furniture and equipment must be kept tidy and unwanted items not allowed to accumulate and cause congestion in working areas. Students' bags must not be left in walkways, corridors or areas where they could create trip hazards.

30. Smoking

Smoking is not permitted in any part of the school or grounds.

31. Staff Consultation and Communication

Governors ensure, at a strategic level, that Health and Safety is adequately planned for, resourced and monitored to ensure that the School is safe and operating within all Health and Safety legislation. Health and Safety matters are monitored and reviewed by the Governors' Buildings and Finance Committee, which meets four times per year.

The Health and Safety Policy is the key document for communicating health and safety procedures within the school.

32. Stress and Staff Well-being

The school will consult staff to identify stress and well-being concerns and take action to control these risks.

33. Training and Development

As part of our risk assessment process, Health and Safety training needs will be identified for staff and training delivered as appropriate. Where refreshers are required, these will be undertaken. All Health and Safety training will be recorded. All new staff will receive a recorded Health and Safety induction from the HSC and a copy of the Health and Safety Policy.

34. Tree Management

Trees on the school property will be visually examined every six months by the Caretaker and HSC and a full tree survey will be carried out every three years by a contractor who has the appropriate knowledge and expertise. Records will be maintained by the HSC.

35. Vehicles on Site

Vehicles are allowed only on the designated car parking areas within the school grounds. Visitors to the school are required to complete the visitor book recording their vehicle registration number plate as appropriate. There is signage advising a speed limit of 5mph. Speed bumps are used for traffic calming.

36. Visitors

All visitors must sign the Visitors Book located in reception and wear the visitors badge provided. A log of visitors is maintained. Visitors are informed of health and safety procedures. Visitors are monitored and accounted for in an evacuation.

37. Water Hygiene (Legionella)

The school is compliant with all statutory responsibilities relating to Legionella. It has a Service Level Agreement with TEAMS which involves monthly inspection visits and a prescribed inspection checklist. There is a small risk of legionella bacteria developing in any water system. If droplets are inhaled, as when taking a shower, this could lead to Legionnaire's disease which can be serious for vulnerable persons. A Service Log Book for routine maintenance records is kept in the Finance Office. The chilled drinking water fountains are serviced and maintained every six months by PHS Waterlogic.

38. Work Experience

The Work Experience Co-ordinator is responsible for the placement, training and supervision of Work Experience students. All Work Experience students must receive information about first aid, fire procedures, health and safety procedures, when they start their placement. Health and Safety assessments are carried out prior to the students commencing the placements.

39. Working at Height

The HSC is responsible for appointing a qualified person to carry out recorded checks annually to scaffold, stepladders, and ladders (refer to Paragraph 20). Staff must only use authorised access equipment and not stand on furniture to access display boards, high shelves etc. Students must not use steps or ladders. Stepladders are available to staff for putting up displays, etc. Scaffold towers or specialist access equipment may be required to reach the position and enable the work to be carried out safely. In these cases the equipment must be erected in accordance with the manufacturer's instructions by a competent person who has received the required PASMA instruction and training (Prefabricated Aluminium Scaffolding Manufacturers Association).