



Aldercar High School

In pursuit of excellence

HEALTH & SAFETY POLICY

Approving Body	Governing Body/Headteacher
Date Approved	22 March 2022
Review Date	March 2023

Minute Number	FGB22/3/14.3
---------------	--------------

Health & Safety Guidance
Children' Services Department

FORMULATION OF A
LOCAL HEALTH & SAFETY
POLICY

Review Date	Changes Required	Name & Position
4/3/2021	Yes	Stephen Brown – SBO Premises Manager

“All policies and other documentation provided to the client by Derbyshire County Council remain exclusively the property of the Council. The client is entitled to retain and use these items only for so long as its contract with the Council subsists. Upon the contract’s termination, all such items shall cease to be used by the client, with immediate effect, and shall be promptly returned to the Council. In the event of breach by the client of this agreement, the Council reserves all legal rights and remedies”.

Health & Safety Section
Children’s Services Department
Block C
Chatsworth Hall
Chesterfield Road
Matlock
Derbyshire
DE4 3FW

Telephone: 01629 536525

Children's Services ISSUE 2
Date: June 2019



GUIDANCE ON FORMULATION OF LOCAL HEALTH AND SAFETY POLICY

In addition to the County Council Policy each establishment must issue its own local health and safety policy.

The following information provides an indication of the format and contents of such a policy and points towards the arrangements to be included. This list of suggested headings is not exhaustive and individual establishments must identify their own specific and additional needs and include these in their policy. Each policy should identify the points (and therefore post holder) who will be responsible for implementing and monitoring the specific tasks.

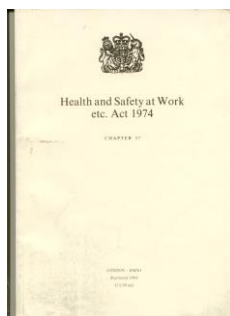
Health and Safety is a condition of service issue and therefore must be negotiated with the Trade Union appointed Health and Safety Representatives where one or more are appointed in a school.

Any implementation or review of any Health and Safety documentation must be by negotiation with the Trade Union appointed Health and Safety Representatives.

Please see the section on "Health and Safety Representatives and Safety Committees" section in the Health Safety Policy and Guidance section on the Derbyshire Net for Learning (DNfL) for full details.

WRITING A HEALTH AND SAFETY POLICY FOR YOUR ESTABLISHMENT

INTRODUCTION



Section 2 (3) of the Health and Safety at Work Act 1974 requires every employer of 5 people or more to produce a "written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out the policy and to bring the statement and any revision of it to the notice of all his employees". This policy statement must be revised "as often as may be appropriate". This means that a health and safety policy statement must be a "living" document which changes as the organisation changes.

To produce a single document which would be acceptable and cover all Children's Service establishments, including schools, Children Centres, Area Offices, Adult Education Centres etc., would be impractical, so the LA has decided to write a policy statement which outlines the management structure of the Authority and the general requirements.

The responsibility for producing a Health and Safety Policy for each individual establishment has been delegated to the establishment management team. In a school, this means the Board of Governors, Headteachers plus other members of the School

Management. Every school will be expected to produce a policy, irrespective of the number of employees. In other establishments it will be the responsibility of the manager and management team.

STRUCTURE OF THE HEALTH AND SAFETY POLICY

What makes up a Safety Policy?

The Safety Policy is made up of three broad parts:-

1. ***A general statement of intent*** which sets out the aims and objectives of the establishment in terms of Health and Safety.
2. ***The organisation for implementing the policy***, including specific responsibilities allocated to individuals. Each member of staff in your organisation has some degree of responsibility for health and safety. The Health and Safety Policy should detail each staff member's responsibilities by job title and by name and will show how these knit together into a structure capable of efficiently managing Health and Safety.
3. ***The arrangements for carrying out the specific functions***. These are likely to take the form of written procedures and should include provision by which the policy will be monitored to establish its effectiveness.

Note: Arrangements may refer to other documents where necessary i.e. the Children's Services Department guidance on the S4S site, CLEAPPS guidance, lesson plans etc.

Establishments should formally adopt or adapt this guidance where appropriate to form the basis of their arrangements for health and safety and thus the Arrangements Section of their Safety Policy. There will need to be statements as to how this will be implemented in the particular establishment. The establishment should then add to this document their own Safe Systems of Work and Risk Assessments relevant to the establishment where their operations are not covered by the Authority's guidance or where that guidance is not specific enough to complete the document.

Part 1. General Statement of Intent

This should be a declaration of your intent (as an employer) to seek to provide the safest and healthiest working conditions possible, and to make sure the employees act responsibly by not placing themselves or anyone else at risk due to their work activities. This section can be quite short and should show, in broad terms, the approach to Health & Safety and establish a 'Health and Safety culture'. Items for inclusion in this statement should include:-

- a) identification of the establishment;
- b) a declaration of the managements intention to provide a safe and healthy environment and conditions for employees, pupils and visitors and to ensure that the

- work and activities carried out by the school do not adversely affect the health and safety of other people;
- c) reference to the need for consultation between management and staff on Health and Safety issues, in particular before allocating health and safety responsibilities to individuals;
 - d) reference to the intention to seek expert advice, where necessary, in order to determine risks to Health and Safety and devise strategies to deal with them where they cannot be effectively dealt with by the school management;
 - e) commitment to provide adequate training and information in respect of health and safety risks and in order to enable them to carry out their health and safety duties.
 - f) reference to the need for support from everyone to enable the objectives of the policy to be fulfilled;
 - g) reference to the LA Health and Safety Policy and the intention to implement the requirements of this policy where appropriate;
 - h) reference to the compliance with the Health and Safety at Work Act and other relevant legislation.
 - i) the date and signature by the Chair of Governors and Headteacher.

Draft health and safety policy

The Children's Services Health and Safety Section has produced a draft health and safety policy that school/establishment can adopt and adapt for their own establishment. Any further help or guidance can be obtained by contacting the area health and safety adviser.

HEALTH AND SAFETY POLICY

FOR

Aldercar High School

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

Statement of Intent

This policy statement supplements and complements the more detailed statement issued by the Derbyshire Children's Services Department issued on the S4S site.

The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under schemes of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirements to provide a safe and healthy working environment for all employees is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems of work are constantly monitored and reviewed.

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

The premises are maintained in a safe condition.

Safe access to and egress from the premises is maintained.

All plant and equipment is safe to use.

Appropriate safe systems of work exist and are maintained.

Sufficient information, instruction, training and supervision is available and provided to ensure staff are competent to fulfil their role in a safe manner.

Arrangements exist for safe use, handling and storage of articles and substances at work.

A healthy working environment is maintained including adequate welfare facilities.

In addition to the above commitment, the Governing Body also recognises its obligation to non-employees. Where it is reasonably foreseeable that pupils, members of the public, contractors etc are or may be affected by the school activities being carried out on or within the school boundaries or otherwise, the Governor Body will make the necessary information, instruction, training and supervision available to ensure the safety of those

affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

The Governing Body will ensure through the Senior Management Team that adequate resources are set aside from the total budget allocation for the expressed aims of the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.

Employees are reminded of the own duties:

To take care of their own safety and that of others;

To co-operate with the Governing Body and the Senior Management Team so that they may carry out their own responsibilities successfully.

To comply with all relevant, codes of practice and standards as necessary, and point out any shortcomings in these to management.

Consultation with employees' representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this statement has been provided to every member of staff. Copies are also posted on the staff notice-boards. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.

This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

Name **Mrs C Hatto**

Name **Mrs H Paver-Brown**

Headteacher

Chair of Governors

Responsibilities of Governing Bodies

Governing Bodies are responsible for ensuring that health and safety is maintained within their school. In order to do this they must ensure that certain key elements are in place within the school. The responsibilities of Governing Bodies outlined below fall principally into the areas of monitoring of performance, ensuring health and safety matters are adequately resourced and ensuring that those staff who have specific health and safety responsibilities are aware of and undertake those responsibilities.

In particular the Governing Body should ensure that:-

- The school has a health and safety policy (which can be based on the Children's Services policy and guidance) which is implemented within the school and that the effectiveness of this policy is monitored. The Governors should formally approve this policy.
- Health and safety is effectively managed in the school through appropriate management systems including risk assessments, inspections, communication systems, guidance, review and monitoring.
- The school considers health and safety as an on-going priority and ensures that health and safety obligations are included in school development plans.
- Health and safety responsibilities are allocated to appropriate staff within the school's organisational structure.
- When decisions on staffing levels are being considered that the health and safety implications of such decisions are fully considered.
- Adequate resources for health and safety are identified.
- They seek health and safety advice from Children's Services Health and Safety Section as necessary and that this advice is acted upon as far as is reasonably practicable.
- There is an appropriate forum for discussing health and safety issues, taking decisions and ensuring action is carried out. This could be full Governors' meetings or a sub-committee of the Governors where health and safety is a standing agenda item.
- They receive an annual report on the school's health and safety performance from the Headteacher to include, for example, the findings of risk assessments, any problems the Headteacher feels need referring to the Governors, accident statistics, any changes in working practice and any budgetary implications (this is not an exhaustive list).
- They receive on a regular basis any guidance issued by the Authority and take appropriate action as necessary.
- They review annually the health and safety performance of the school and set targets for achievement for the next year.
- All the County guidance on school journeys and adventure activities and licensing where appropriate is complied with.

NB: THE GOVERNORS OF VOLUNTARY AIDED AND FOUNDATION SCHOOLS ARE THE EMPLOYERS AND THEREFORE LIABLE FOR THE EMPLOYER'S RESPONSIBILITIES AS OUTLINED IN THE HEALTH AND SAFETY AT WORK ETC ACT 1974 AND THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 AND OTHER SAFETY REGULATIONS MADE UNDER THE REMIT OF THE HEALTH AND SAFETY AT WORK ETC ACT 1974.

Responsibilities of the Headteacher

The Headteacher is ultimately responsible for the day to day implementation of health and safety in their school. This includes ensuring there are arrangements in place for the safe use of the school after hours for lettings and other events.

In order to effectively discharge this responsibility, the Headteacher should ensure that:-

- A school health and safety policy is developed with the Governing Body in line with the Children's Services health and safety policy and guidance and that this policy is fully implemented and monitored within their school.
- The policy is brought to the attention of all employees and is periodically reviewed.
- Their knowledge of health and safety issues is kept up to date.
- Individuals within the school staff are allocated appropriate duties in terms of health and safety management and that these are recorded in the school health and safety policy document.
- Staff are made aware of the health and safety guidance, and any guidance issued by the Children's Services which is relevant to their work.
- An annual report on health and safety is prepared and presented to the Governors.
- Inspections of the school are carried out as per Children's Services guidance and that appropriate action is taken to deal with the findings of these inspections.
- The school has a relevant number of people trained to carry out risk assessment.
- Risk assessments of all significant risks are carried out and that the findings of these risk assessments are communicated to all those who may be affected by the risk.
- Following risk assessment, an action plan is drawn up to ensure the identified risk reduction measures are followed up.
- Adequate resources are made available to ensure that the school meets its statutory obligations as far as is reasonably practicable.
- Staff training needs in terms of health and safety are identified and that staff receive adequate health and safety training where required. This should include ensuring that all staff (including supply, part-time and temporary staff, staff undergoing teaching training and students on work experience) receive as a basic minimum induction training on their first day in school.
- An appropriate hazard reporting system is set up and that there is a follow-up procedure to ensure actions have been taken.
- All equipment (both personal protective equipment and general equipment, eg tools, goggles, gloves, ladders etc) required to ensure health and safety, is provided and is suitable for the task for which it is intended and that it can be adequately and safely stored.
- Systems exist to ensure equipment is checked and where it is found to be faulty that it is taken out of use until repaired/disposed of.
- Safe systems of work are adopted and are documented.

- All goods purchased comply with the relevant safety standards and where there are health and safety implications for their use that these are considered prior to purchase and appropriate systems of work and risk assessments are put in place.
- Appropriate emergency procedures, eg fire drills, fire alarm testing, etc, are carried out in accordance with Children's Services guidance and that the results are recorded and where appropriate acted upon.
- Where contractors are appointed to work on the site that all appropriate health and safety documents (eg safety policy/risk assessments) have been seen by the school. That all risks presented by the contractor's work have been assessed and appropriate controls put into place and that the contractor has been made aware of any risks that there may be to their health and safety from working on the site.
- That there are systems in place to ensure that all necessary permits to work are completed for work by contractors.
- All parts of the premises and plant that the Governors are responsible for the repair and/or purchase of are regularly inspected and maintained in safe order. That any unsafe items which are the responsibility of the Authority are reported to them in the appropriate form.
- Where a situation presents an imminent risk of serious personal injury that action is taken to minimise that risk as far as is reasonably practicable irrespective of who is ultimately responsible for dealing with it under the LMS scheme.
- Appropriate first aid provision is ensured and maintained.
- Where the premises are used or let after hours that all appropriate health and safety considerations eg access, lighting, emergency escapes, access to a phone, access to first aid facilities, have been considered and the necessary actions have been put in place. That all the necessary insurance is in place and that a lettings agreement has been signed.
- Any health and safety guidance received from Children's Services is made available to the Governing Body so that appropriate action may be taken as necessary.
- There is appropriate liaison and consultation with Trade Union representatives.

School health and safety co-ordinator

The school health and safety co-ordinator has the following responsibilities:

To co-ordinate and manage the annual risk assessment process for the school.

To co-ordinate the general workplace inspections and performance monitoring process.

To make provision for the inspection and maintenance of work equipment throughout the school.

To manage the keeping of all health and safety records including management of the building fabric and building services in liaison with County Property division and other contractors.

To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors?

To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.

Carry out any other functions devolved to them by the Headteacher or Governing Body.

Teaching/non-teaching staff holding positions of special responsibility

This includes Senior Leadership Team, Curriculum Co-ordinators, Heads of Faculty, Heads of Departments Admin Managers, Technicians and Caretakers, they have the following responsibilities:

Apply the school's health and safety policy or relevant Children's Services department health and safety guidance to their own department or area of work and to be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.

Carry out regular health and safety risk assessments of the activities for which they are responsible.

Ensure that all staff under their control are familiar with the health and safety code of practice, if issued, for their area of work.

Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.

Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.

Ensure so far as is reasonably practicable, provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.

Investigate accidents that occur within their areas of responsibility.

Class teachers

Class teachers are expected to:

Exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies and to carry them out.

Follow particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant guidance, if issued and to ensure that they are applied.

Point out any shortcomings in health and safety arrangements relevant to their area of work.

Give clear oral and written instructions and warnings to pupils when necessary.

Follow safe working procedures, be aware of all risk assessments and appropriate control measure relevant to there area of work and teaching.

Require the use of protective clothing and guards where necessary.

Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.

Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.

Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior permission.

Report all accidents, defects and dangerous occurrences to their Head of Department.

Set a good personal example.

All Employees

All employees have health and safety responsibilities as outlined by the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999.

The health and safety responsibilities of employees are as follows. Whilst at work all employees will:-

- Make themselves familiar with and conform to the schools/department health and safety policy.
- Be aware of and comply with all schools/department health and safety guidance and instructions, safe systems of work and risk assessments, including control measures relevant to their area of work.
- Point out any shortcomings in the schools/department arrangements for health and safety (guidance, instruction, safe systems of work and risk assessments) to their Section Head or Headteacher as appropriate.
- Report all hazards and incidents occurring during the course of their work to their line manager. In addition to this, where the hazard is such that it represents an

imminent risk of serious injury, the employee must take all steps within their control to make the situation safe.

- Use appropriate safety equipment and personal protective equipment/clothing which is provided by the employer and ensure that it is used by persons under their charge where appropriate.
- Co-operate with management in any situation related to health and safety, for example, the introduction of new procedures, initiatives or requirements.
- Co-operate with any investigations related to health and safety, e.g. accident investigations.
- Ensure that all persons for whom they have responsibility obey safety rules and safe systems of work.
- Not use equipment which they have not been trained to use.
- Take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.
- Report all accidents however minor or near misses.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

School Health and Safety Representatives

The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complains and carry out school inspections within directed time but, wherever practicable, outside teaching hours. They will also be consulted on health and safety matters affecting all staff.

They are also entitled to certain information, e.g. about accidents and to paid time Off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Head teacher or Governing Body.

Pupils

Pupils, allowing for their age and aptitude, are expected to:

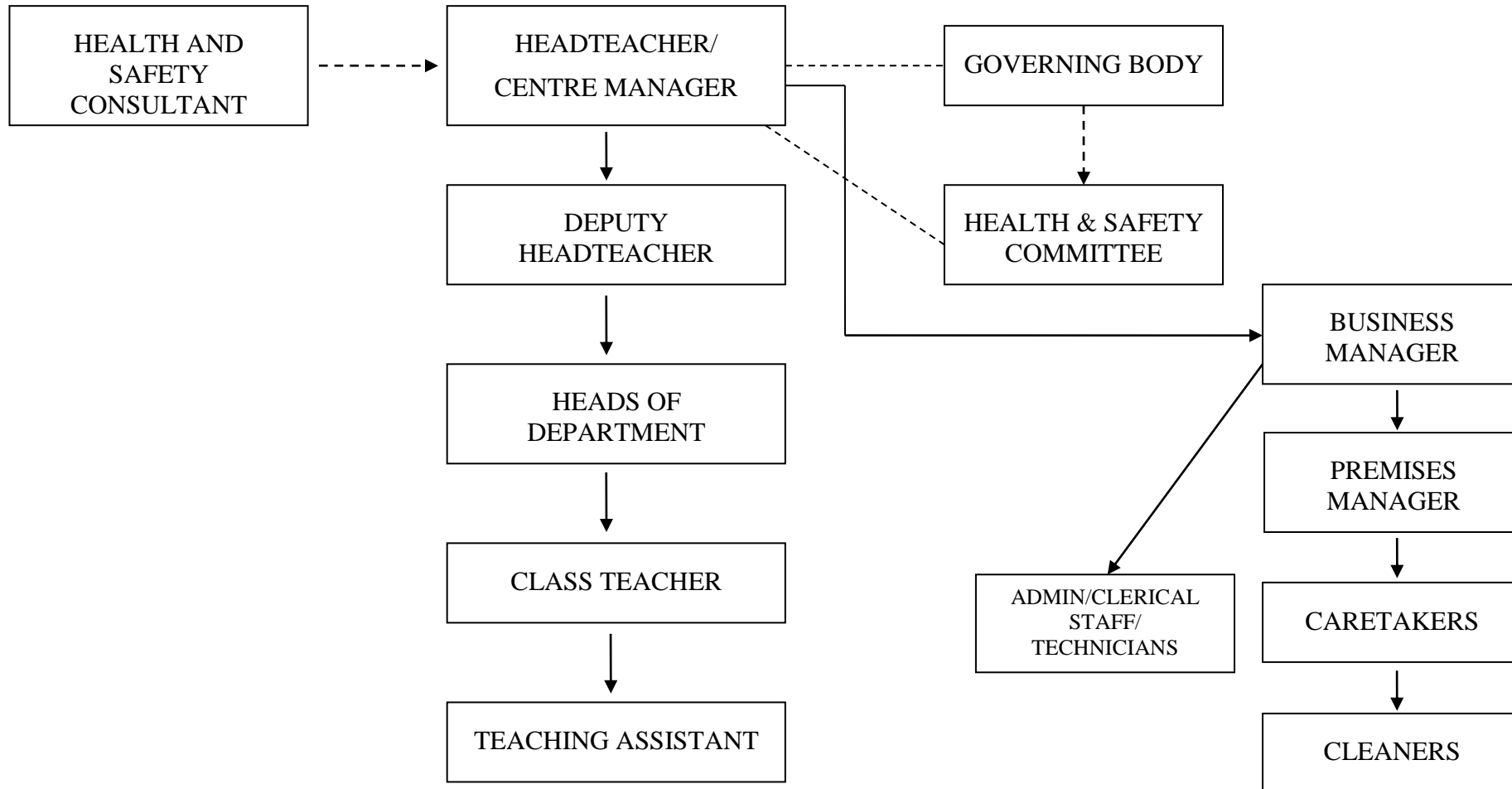
Exercise personal responsibility for the health and safety of themselves and others.

Observe standards of dress consistent with safety and/ or hygiene.

Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.

Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

Organisational Responsibility for Health and Safety



Arrangements for Health and Safety

The “arrangements for” list is as follows:-

Accident/Incident Reporting & Investigation

PROCEDURE	SCHOOL ARRANGEMENTS
Accident/incident recording and reporting procedures, who will report accidents and record item	School Business Manager/Site Manager. Refer to S4S for LA Accident reporting Procedures. Accidents will be reported using the LA Accident report form on S4S
Accident/incident investigation procedures, e.g. who will investigate, how and when.	Headteacher + Business Manager will follow LA investigation procedures on S4S.

Administration of Medicines

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for administering or non administering of medicines.	As per LA Guidance for Administration of Medicines

Asbestos

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for the control of asbestos on site	The school asbestos survey held by the Site Manager and also forms part of the Critical Incident Plan.
	The site is an Asbestos free site as of December 2017.

Communication

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for communication between management and staff regarding health and safety issues, e.g. defect reporting, health and safety bulletins, etc.	Defects are reported to the site team. All new staff will receive an H&S induction. All staff will be made aware of the H&S Policy with a copy provided in each department. The H&S Policy will be available on a shared area of the IT network and promoted on the school website.

Consultation with Staff

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for consultation with staff, e.g. safety committee, inclusion of health and safety on the agenda of staff meetings, etc, including consultation with union elected health and safety representatives.	Governors: Resource Management Committee – regular agenda item Staff briefings – updates in H&S issues Staff – annual health & safety checklist Completed. Staff – annual health & safety checklist Completed. Annual H&S tour by nominated governors +union H&S representative + site manager with follow up action plan. On-going consultation with the LA.

Contractors

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for contractors – Schools have responsibility to ensure that all contractors undertaking work on their site are competent, adequately insured, and are able to carry out their activities in a way which poses no threat of injury to anybody in the vicinity including pupils, staff, visitors or to a lesser extent, trespassers.	Only reputable contractors used. Public Liability insurance: minimum of £5 million – checks made by site manager. Activities restricted to out of hours or holidays wherever possible and practical to do so.

COSHH

PROCEDURE	SCHOOL ARRANGEMENTS
How will you control the risk from hazardous substances, including use and storage etc. (COSHH assessments). Introduction of new substances Use and storage of gasses, e.g. oxygen, acetylene, propane, carbon dioxide etc. Dealing with the risk presented by ionising radiation. The control of any biological hazards. The controls for disposal of hazardous or toxic waste.	The school will follow LA COSHH Guidance – In particular COSHH guidance applies to certain areas of the school, namely Science Premises Design & Technology Hair & Beauty Painting & Decorating The manager for each of these areas will undertake COSHH assessments and will maintain a register of hazardous substances used. It will be their responsibility to ensure that COSHH assessments are carried out

and guidance is followed within their area of responsibility.

Curriculum Areas

PROCEDURE	SCHOOL ARRANGEMENTS
In secondary schools departments will have their own safety procedures relevant to the teaching of the curriculum in that area. The school main safety policy should refer to these curriculum areas but not necessarily duplicate them.	<p>Annual risk assessments are undertaken throughout the school where potential risks exist, these include:</p> <ul style="list-style-type: none"> KS3/4 Design and Technology Performing Arts Science Physical Education Art Construction Engineering Electrical Engineering Catering/Food Technology Premises IT [technicians] <p>Common DCC Risk assessments applied will include workshops, storage, handtools, power tools, stepladders, ladders, working at height, though the list is not exhaustive. The risk assessments will be held within the appropriate work areas for reference purposes</p>

Disaster Plans

PROCEDURE	SCHOOL ARRANGEMENTS
Disaster plans to deal with explosions, bomb scares, escape of dangerous substances, etc, e.g. evacuation procedures; who will contact the emergency services, who will isolate gas points, how and where, etc.	Critical Incident Plan [CIP] is reviewed periodically by the governors. The plan is held both on and off site by designated staff and governors. The Plan is available on the school website and is provided within a pack for school trip organisers.

Display Screen Equipment

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for the safe use of Display Screen Equipment (DSE). Display Screen Equipment (DSE) is the legal term for visual display equipment such as word processors, personal computers etc.	School will apply LA Model Policy on Display Screen Equipment.

Educational School Visits

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for managing educational visits and carrying out associated risk assessments.	Refer to school policy on Educational Trips and Visits.

Environmental

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for controlling the environment, e.g. temperature, humidity, noise, dust (particularly in CDT areas), lighting, ventilation, etc. Monitoring of these items may be required to establish deterioration or improvement of conditions over long periods of time.	Designated areas in vocational areas are fitted with extraction and ventilation systems.

Fire

PROCEDURE	SCHOOL ARRANGEMENTS
The fire evacuation procedure (should correspond with blue procedure notices and should state who will contact the emergency services)	Procedure notices located in every classroom, office and public areas. Site staff/Business Manager to contact the emergency services
Testing of the fire alarm (including the recording of the tests)	Tests undertaken and recorded weekly by site manager
Annual Fire evacuation drills (including the recording of the results)	Fire practices are undertaken at least annually and recorded by site manager.
Inspection and service of fire fighting equipment, e.g. who does it, how often, who contacts the service engineer to replace used equipment, procedures for identifying used equipment (including the recording of service).	Site manager arranges annual testing and inspection. Equipment is replaced/repared based on engineer's service report. Faulty or discharged equipment identified between services is replaced by site manager.
Duty Holder	Headteacher

First Aid

PROCEDURE	SCHOOL ARRANGEMENTS
Name(s) of First Aider(s) Name(s) of appointed person(s), if any?	The school has many staff who have received first aid training and are certified to deliver first aid. These include: Teaching assistants Teaching staff in areas where potential risk of accident is high Medical Welfare Officer Faculty assistants Qualifications are renewed on a timely basis
Location of first aid box(es)	Main Reception Medical room Sports hall Phoenix Centre
Who is responsible for maintaining the contents of the first aid box	Medical Welfare Officer
A list of the prescribed contents of a first aid box (plasters can be included but should be of the type which uses non-allergic adhesive. Tablets, lotions, etc, should not be included).	Antiseptic wipes, antiseptic cream bandages, burn dressings, eye bath/ eye wash, eye dressing with pad, finger bobs, gloves, hot/cold packs, non adherent dressings, plasters, slings, sterile gauze, safety pins, steri strips, scissors, tape, tweezers, wound dressings
Who will contact the emergency services if required?	Responsible adult
Procedures for notifying parents, e.g. when and how.	In the event that emergency services are required a responsible adult will contact parents immediately.

Always follow LA Guidance for First Aid

Housekeeping/Storage

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for safe storage and housekeeping (including the maintenance of access to egress routes).	Site manager is responsible for general premises housekeeping arrangements Site manager undertakes annual risk assessments for safe storage, slips and trips and general housekeeping across the school premises. Heads of Faculties are responsible for housekeeping in their own curriculum areas and undertake risk assessments on storage arrangements.

Inspection of the Premises

PROCEDURE	SCHOOL ARRANGEMENTS
<p>Arrangements for carrying out formal inspections of the premises, once again, in terms of who; how; (in a large school it may be more practical to inspect departments separately rather than try to inspect the whole school in one go), and how often. Existing LEA guidelines suggest these inspections should be carried out at least 3 times a year but, depending on the risks involved in certain areas, it may be appropriate to inspect more often, particularly in the early stages of introducing the health and safety culture. Details of how any health and safety problems identified will be dealt with should be included.</p>	<p>Annual Inspection:</p> <p>H&S Checklists sent to every faculty. H&S External Areas Checklists given to site manager</p> <p>Checklists are completed and returned to Site Manager.</p> <p>Site Manager arranges inspection of premises by Governor + Staff Union Representative + Site Manager.</p> <p>Governor + Site Manager + Staff Union Rep agree H&S priorities.</p> <p>Governor feeds back to Resource Management Committee.</p> <p>Site Manager produces action plan. Site team address issues in action plan.</p> <p>Weekly/Termly inspections carried out by site team</p>

Lone Working

PROCEDURE	SCHOOL ARRANGEMENTS
<p>People who work alone face the same hazards in their daily work as other workers. However, for lone workers the degree of risk of harm is often greater than for other workers. It is therefore essential that the risk of lone working is taken into account when risk assessments are carried out. If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, then other arrangements must be put in place.</p> <p>Lone workers can face hazards such as accidents or emergencies arising out of the work and lack of first aid equipment; fire; inadequate provision of rest, hygiene, and welfare facilities; and violence from members of the public.</p>	<p>Risk Assessments in place. Lone work training provided by DCC H&S Adviser. Personal alarms issued to site staff.</p> <p>Two way radios in use. Staff working alone in departments after hours advised to inform the site staff.</p>

Manual Handling

PROCEDURE	SCHOOL ARRANGEMENTS
<p>The Manual Handling Regulations establish a clear hierarchy of measures for dealing with risk from manual handling, these are:</p> <ul style="list-style-type: none"> Avoid hazardous manual handling operations so far as is reasonably practicable; Assess any hazardous manual handling operations that cannot be avoided; and Reduce the risk of injury so far as is reasonably practicable. <p>Each school should make arrangements so far as is reasonably practicable, to avoid hazardous manual handling tasks or assess those manual handling tasks that cannot be avoided, so to reduce the risk of injury to their staff to the lowest level reasonably practicable.</p>	<p>Manual handling and lifting risk assessments in place for those staff who are routinely required to lift and carry as part of their role. E.g. site staff.</p> <p>Manual Handling & Lifting training accessed through the DCC Training Programme.</p>

Mechanical/Electrical

PROCEDURE	SCHOOL ARRANGEMENTS
<p>Procedures for the introduction of new, second-hand and donated machinery and equipment</p> <p>Arrangements for the inspection and maintenance of machinery and equipment, who by, how often and how recorded.</p>	<p>Machinery is purchased from recognised specialist suppliers. The school does not generally accept second-hand or donated machinery, however if it was considered governor approval will be sought beforehand.</p> <p>All machinery is serviced in accordance with manufacturer's guidelines and is the responsibility of the technicians/site manager.</p>

Monitoring Auditing

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for monitoring and auditing the policy; again based on who, how, when.	Monitoring/auditing of school H&S Policy: Headteacher + governors via Governors'
Monitoring the policy and its implementation will indicate whether the arrangements made are effective and whether the standards of safety performance, which have been set, are actually being achieved. The frequency of monitoring will depend on the size and complexity of the school as well as the issues identified. In large areas some areas or departments may require more frequent monitoring of their sections of the policy than others.	Resource Management Committee. Monitoring/auditing of faculty policy: Head of Faculty on annual basis, reporting any issues to the school business manager/site manager.

Health and Safety Plan Monitoring Schedule

Annual Checks

Item	Check By	Comments
Risk Assessments	Headteacher + Site Manager	
Policy and Management Plan	Headteacher + Business Manager	Reviewed periodically by governors
COSHH	Site Manager + Head of Faculty	
Review of Procedures	Headteacher + Business Manager	
Accident Reports	Business Manager	
Technology Room	Head of KS3/4 Technology	
Cleaning Staff Procedures	Site Manager	
Record Fire Appliance Test	Site Manager	
Record PE Equipment Check	Site Manager	
Check Completion of PAT Testing	Business Manager	
Whole Staff Training- Refreshers	SLT	
Non Accidental Injury Reports	Headteacher	
Phoenix Centre vocational workshops	SLT	

Weekly Checks

Item	Check By	Comments
Playground, Walls, Fences, Gates and Seats	Site team	
Fire Alarm Tests	Site Team	
Minibus – Routine Checks	Caretakers	
Minibus – First Aid Kit	Driver	'grab & go' kit taken out on each school trip

Daily Checks (by observation, discussion etc)

PE Safety	Head of Faculty + PE Dept.	
Lettings (Safety)	Letting Assistant/Lettings staff. Site Manager	
Driver minibus checks	Business Manager	
Communication of Health and Safety concerns to all staff	SLT	

Termly Checks

Item	Check By	Comments
Health and Safety Report by Headteacher at Governors' meetings	Headteacher	
Premises Inspection	Site team	
Fire Log	Site Manager	
Accident Reports	Business Manager	
Fire Evacuation	Site Manager + Business Manager	
Visual Check of Electrical Equipment	ICT + Technology Technicians	
Premises Security	Site Manager	

One off Activities

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for identifying and controlling the risk involved with "one off" activities, eg outward bound activities, etc.	Event Organiser to complete risk assessment. Headteacher to review. EVOLVE – on-line school visits management system.

Out of School Activities

PROCEDURE	SCHOOL ARRANGEMENTS
Procedures for all types of out of school activities, eg adult to pupil ratios, type of transport, etc.	Refer to Education Trips & Visits Policy

Personal Protective Equipment

PROCEDURE	SCHOOL ARRANGEMENTS
<p>Procedures for identifying and selecting Personal Protective Equipment, including storage, replacement and maintenance provision as well as training in the use of the equipment.</p>	<p>PPE is required for use by those staff identified below:</p> <ul style="list-style-type: none"> Site team Cleaners Science faculty Engineering Electrical Engineering Technicians <p>Protective clothing and footwear requirements reviewed annually – supported by an annual budget allocation PPE is stored within the relevant faculty. Head of faculty/site manager to provide</p>

Premises

PROCEDURE	SCHOOL ARRANGEMENTS
<p>Arrangements for the use of premises outside normal working hours, eg entertainment licence, what information should be passed to groups who use the premises, etc. Classrooms/offices. Plant/Boiler Room.</p>	<p>Lettings Assistant is responsible for lettings. Refer to School Lettings Policy. Site Manager is responsible for plant/boiler room.</p>

Risk Assessments

PROCEDURE	SCHOOL ARRANGEMENTS
<p>Arrangements for carrying out risk assessments under current health and safety legislation, e.g. general assessments, COSHH assessments, manual handling assessments, PPE assessments, DSE assessments, etc.</p>	<p>Annual risk assessments carried out in all areas. Assessments also arranged upon request of an employee.</p>

Road Safety/Site Access

PROCEDURE	SCHOOL ARRANGEMENTS
<p>Arrangements for the safe flow of traffic throughout the school site, including people and vehicles, etc.</p>	<p>Separate access routes for students</p> <p>Main drive has marked pedestrian walk way. 5mph speed limit signs are displayed along vehicular routes on site.</p>

Security

PROCEDURE	SCHOOL ARRANGEMENTS
Security arrangements in order to prevent, where possible, unauthorised access to the premises, e.g. location of visitors' book, access points which may be closed to the public at certain times of the day, etc.	All visitors to report to main reception sign in and wear visitor's ID badge. Other than main entrance, access points are locked during out of hours periods unless an event/letting is taking place in which case fire doors are made available in case of emergency egress. Alarm system is active in all areas. Local security company holds key to premises and will attend to out of hours call outs

Stress Management

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for identifying and managing stress	Refer to Stress Management Policy

Training

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for identifying the training needs of staff and for ensuring adequate training provision, including the induction training for new recruits, both long term and short term. The system for recording any training and information given should also be included.	CPD co-ordinator/business manager identify training needs through liaison with Heads of Faculty and/or individual employees. An annual budget is allocated for staff development and is managed by the CPD Co-ordinator. All new staff receive a H&S induction.

Violence at Work

PROCEDURE	SCHOOL ARRANGEMENTS
Schools must ensure that a policy is in place, which clearly sets out the responsibilities, duties of staff, and procedures for preventing and dealing with violence within their areas of responsibility.	School will apply LA model policy on 'Violence at Work V1.2011.12

Welfare Facilities

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for the provision and maintenance of welfare facilities, eg toilets, washing facilities, provision of drinking water, facilities for staff to make a hot drink and heating foods as well as eat lunch, provision for hanging wet clothing, etc	School has limited welfare facilities. Staff generally utilise areas within their faculty/office for comfort breaks. Staff have access to school meal provision and dining facilities as well as a Staff Room..

Waste Management

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for managing waste and associated secure points.	Trade waste facilities are on site at a suitable distance to the main school and Phoenix centre with regular collections. Paper and cardboard recycling facilities are

available on site.

Wildlife Areas

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for managing and using school wildlife areas and gardens, e.g. staff-pupil ratios, provision of adequate fencing, selection of plants, etc.	A small low level wildlife pond is located at the back of the sports field. Pond is fenced off with gated access.

Working at Heights

PROCEDURE	SCHOOL ARRANGEMENTS
Safety measures for staff required to work at height	Refer to Working at height guidance and Working at height risk assessment. Site staff only access roofs in exceptional circumstances. Any staff required to work at height must first apply the risk assessment.

Positive Behaviour Support Including Physical Intervention

PROCEDURE	SCHOOL ARRANGEMENTS
Arrangements for dealing with challenging behaviour- utilising the model school policy.	An On Call officer and system is in place via a radio call system. Use of Reasonable Force Policy in place.