

**St. Kevin's College
Lisnaskea**



**Health & Safety Policy
September 2017**

Date Approved by Board of Governors:

Next Policy Review Date:

1. General Policy Statement

The Headteacher and governors of The St. Kevin's College believe that the health and safety of persons within the school is of paramount importance. The first requirement for maintaining high standards of health and safety is that everyone is vigilant and undertakes personal responsibility for their own health and safety and of others. In the special circumstances of a school it is also important that adults recognise their additional responsibility for modelling safe practice for young people. It is our intention to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The Headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. Alongside the responsibilities of the Headteacher and governors are the responsibilities of each person to reflect on good practice and contribute to the development of safe routines. The Headteacher and governors will also undertake to ensure compliance with policy and guidance produced by the Education Authority. In order to achieve this it is the responsibility of everyone to challenge directly any behaviour or practice which could lead to an unacceptable risk being suffered by anyone, to report such an occurrence and to follow up to ensure that action has been taken so that the occurrence is unlikely to occur again.

The Headteacher and governors will ensure that adequate resources are identified for health and safety. We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school.

We require all staff to comply fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the Headteacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and

safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised every 2 years (or as necessary).

School organisation to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.

3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:

3.1 The Governing Body

The Governing Body in its role as employer will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

Teaching Assistants

Governing Body

Headteacher

Vice Principal

Teaching Staff

Caretakers

Contractors

Cleaners

Technicians

In order to discharge this responsibility, the Governing Body will:

- a. Ensure that all employees undertake regular health and safety training and will receive copies of all health and safety circulars. The Governors will also ensure that Education Authorities' Health and Safety Policy is complemented by the School's Health and Safety Policy and that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupils are aware of and comply with its contents;
- b. ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the school as outlined within EA policy and guidance;
- c. ensure, via reviewing risk assessments and inspection reports, that there is adequate provision both in staffing, facilities and resources to allow the school to

meet both its legal and moral obligations with respect to health, safety and welfare;

- d. nominate a Health and Safety Governor who will receive updates on the school development plan for health and safety at each meeting from the Health and Safety Co-ordinator (Head Teacher) in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary;
- e. to consider information, statistics and reports relating to health, safety and welfare matters;
- f. to consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

3.2 Headteacher

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- a. provide liaison with the Inspectors: Department for Education and the Health and Safety Executive with regard to safety aspects;
- b. budget for safety and health matters;
- c. review the Health and Safety Policy annually and when significant changes occur within the organisation of the school;
- d. develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling;
- e. nominate specific staff with designated safety roles
- f. chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity (if in place within school);
- g. ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken;
- h. ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments;
- i. ensure health and safety issues associated with major building projects are complied with;
- j. ensure that incidents, near misses and dangerous occurrences are reported using the College's reporting system, minor injuries form or hazard reporting system, as appropriate;

- k. to monitor incident trends to identify methods of reducing accidents;
- l. to ensure the necessary records are maintained relating to accidents associated with the work of the school;
- m. make an annual report on health and safety matters including buildings and safety management to the Governing Body;
- n. safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control;
- o. ensure, in conjunction with Heads of Department, that health and safety is considered as an integral part of the curriculum and lesson planning;
- p. ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
- q. ensure that health and safety is considered as an integral part of teaching;
- r. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Conducts or health and safety legislation;
- s. ensure that premises safety inspections are carried out at specified intervals e.g. monthly, termly, recorded and that necessary remedial action is carried out;
- t. ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation or usage, etc.;
- u. ensure that emergency procedures and fire evacuation practices are in place within the school;
- v. investigate and advise on hazards and precautions;
- w. have a general oversight of health and first aid matters;
- x. monitor the general safety programme;
- y. publicise safety matters;
- v. ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities;

w. to monitor student health records prior to entry and to report/advise Student Welfare of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);

x. ensure adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements:

➤ First aid; ➤ Fire and emergency evacuation; ➤ Risk assessments, including fire, display screen equipment, manual handling, substances and general risk assessments.

The Vice Principal will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is: immediate danger, or, dangerous practice, or breach of the law.

3.3 The Educational Visits Teacher will:

a. be involved in educational visit management in order to ensure that the Colleges Offsite Activities and Educational Visits, Regulations and Guidelines are followed;

b. work with education visit staff to ensure that the aims of the educational visit are achievable and in line with those of the establishment;

c. after discussion with the Headteacher either approval or rejection will be issued;

d. ensure that all educational visits meet the College's requirements;

e. confirm that adequate risk assessments have been carried out;

f. support the Headteacher in the management of and evaluation of educational visits;

g. confirm the leadership of the group is appropriate, including the accompanying staff and volunteers.

h. Complete all relevant EA educational trips documentation is completed.

3.4 Heads of Department

Each Head of Department or Learning Co-ordinator is responsible to his or her line manager for the provision of safe working conditions for staff and students and in particular will:

- a. prepare reports on safety matters for the Headteacher.
- b. nominate, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment;
- c. notify The Headteacher of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage;
- d. ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified;
- e. instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice e.g. Science, Design Technology, PE, etc.;
- f. carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out;
- g. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- h. ensure all accidents within the section are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in his/her designated areas;
- i. ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place;
- j. identify staff training and development requirements with reference to health and safety;
- k. attend to defect reports and recommendations from the Headteacher;
- l. budget for safety equipment for his/her designated areas;
- m. circulate publicity relating to safety matters to staff within their control.

3.5 Teachers

Teachers are responsible to their HOD/LCO for the immediate safety of the students in his/her classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally;
- b. give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required;
- c. ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary;
- d. ensure that clear instructions and warnings are given to pupils verbally as often as necessary;
- e. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- f. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- g. report defects and make recommendations to their HOD where necessary;
- h. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.6 Technician/Classroom Assistant

The technician/classroom assistant is immediately responsible to the teacher whilst the class is in session, otherwise his/her line manager is The HOD or the SENCO. Additionally, the technician/ classroom assistants will:

- a. follow safe working procedures personally;
- b. be familiar with the general and particular safety rules that apply to his/her area of work;
- c. ensure that the classroom and other areas are tidy and good housekeeping procedures are followed;
- d. undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis;
- e. report defects to his/her line manager;
- f. ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

3.7 SENCO

SENCO are responsible for supporting health and welfare issues within the School and in particular will:

- a. monitor student health records prior to entry and to report/advise HOD of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy);
- b. assist in the monitoring of first aid equipment and boxes on School site;
- c. assist in the development and health promotion activities at the School;

3.8 Work Experience Co-coordinator (SLT)

The Work Experience Co-ordinator is responsible for developing procedures to ensure that students, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will:

- a. ensure that all work placement providers are assessed prior to use for the first time;
- b. ensure arrangements are in place to comply with the guidelines issued by EA Work Experience team (or other external provider) are implemented and monitored;
- c. assist in the assessment of placements where there are particular causes of concern;
- d. ensure risk assessments are carried out for young people employed by or on work experience placement with the school and communicated to parents;
- e. ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available.

3.9 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the school should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Headteacher for him/her to rectify or, failing that, reporting to Vice Principal.

Staff must ensure that contractors arriving at site, report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the EA Policy on Asbestos and the Management of Contractors.

3.10 Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school. Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8

3.11 Staff Identification

All staff are expected to wear a staff identification badge attached to a staff lanyard in order that Child Protection and safety procedures are followed.

4.

4.1 Employees

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

a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,

b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions,'.16

Students

Each student is responsible for his/her personal safety and that of his/her colleagues by proper observation of school rules and procedures.

In particular, each student will:

- a. observe standards of dress and behaviour appropriate to the working situation.
- b. heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- c. not wilfully misuse, neglect or damage things provided for safety.

Health and Safety Committee (if appropriate)

The Health, Safety and Welfare Committee representing the various groups within the School is comprised of:

Headteacher (Chair Person)

1 Member of the Governing Body

Vice Principal

HOD'S

Union Safety Representatives (1 representative from each of the recognised staff unions)

Where possible efforts must be made to ensure as wide a spread of curriculum and support areas of the school are represented.

Overall Function and Objective:

To provide effective communication and consultation between management and employees to ensure that the health and safety policy is properly maintained and developed.

4.2 Specific Functions:

To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Committee generally and to make recommendations/observations to the Governing Body accordingly.

To consider and make recommendations to the Governing Body regarding individual health and safety problems which have not been resolved at operational management/ safety representative level.

Note: The School Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at departmental/ section level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through his/her staff representative.

To develop policy to improve and maintain health and safety issues for staff and students.

To encourage the implementation and maintenance of effective safety rules and practices at departmental level.

To encourage effective communication regarding health, safety and welfare matters.

NB: Where a health and safety committee is not in place, consultation arrangements must be put in place by the school and summarised in this section.

5. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident. A separate Crisis Management Plan has been developed by the school and is summarised below.

5.1 Crisis Management Team:

- The Headteacher;
- Vice Principal;
- Chair of Governors/Health and Safety Governor.

5.2 Function of the Crisis Management Team:

- To act as the decision-making authority for the management of an incident.
- To develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- To establish and maintain a crisis management centre. The centre will have the
- necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures,
- log to record all actions taken during the crisis, necessary office equipment and
- supplies and appropriate maps and building plans. □ To assess the nature, degree and likelihood of threats to the organisation's interests
- (personnel, facilities, information and other assets) in order to determine the
- vulnerability to those threats of the organisation's personnel, facilities or assets. □
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be
- made.

6. General Emergency Procedures

The summoning of emergency services is via the office administrator and the Headteacher.

Out of school hours, please contact emergency services by dialling 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management Team must be alerted.

7. Fire Procedures (See also Policy on Fire)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteers, etc are accounted for.

Assembly Points: - *published as an Appendix B.*

The Receptionist (or in their absence the Assistant) must take the registers and visitors book.

Staff must report to the senior member of staff whether all of their pupils /visitors /volunteers, etc are safely out of the building.

Teachers must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Headteacher to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteers or other visitors to their classrooms in an emergency.

Lunch time supervisors must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Headteacher who will ensure that there is a lunchtime practice at least yearly.

The Headteacher will organise practice fire evacuations as appropriate, but at least once every other term and (ideally) before the end of the first week. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Headteacher. The extinguishers will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Headteacher for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The building supervisor will ensure that these notices are displayed in a prominent position as part of the premises inspection.

Any pupil with special needs must be given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will need to be devised with the Principal if the class teacher or SENCO

identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

8. Bomb Incident Management

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management in their absence.

9. First Aid Procedure (see also Policy on First Aid)

There will be at least 10 people on the staff who will have current first aid training, with the aim that there should be one qualified person on site at any one time. The named first aiders for the school are listed in Appendix A at the end of this document.

First aid boxes are kept in the Office. The First Aid Co-ordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded on the relevant book.

In case of doubt as to whether or not a child's parent should be immediately alerted, contact The Head of Year or in their absence the form teacher. Err on the side of caution. In the event of an accident, if the parents (and their nominated contacts) are unavailable, we may consider it wise to send a pupil to hospital. In these cases the pupil will be accompanied by a member of staff.

10. Accident Recording and Reporting (see also Policy on Accident Reporting and Investigation)

In the event of an accident the following procedure must be followed:

- render any equipment inoperative.
- summon assistance. if the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- if the injury is of a major nature then an ambulance should be summoned

- immediately without undue delay attempting to contact parents or guardians.
- if the injured is mobile then he/she should be taken for emergency treatment to the Hospital. The Headteacher or other member of the Senior Leadership Team is responsible for arranging for a member of staff to transport the student/staff
- to hospital.
- No student may be sent to hospital unless accompanied by an adult. The member of staff taking the injured person should:
 - stay with the injured person and return with them; or
 - stay with the injured person until the parent/guardian arrives at the hospital and return to school.
- All staff must report any accident (or near misses) involving themselves or visitors/volunteers by recording the details on the schools reporting system. Pupil accidents, depending on the severity will be reported either on the minor injuries form and/or schools accident book .
- Specified categories of incidents are reportable to the HSE and these will be undertaken by the Health and Safety team.
- All accidents will be investigated to prevent re-occurrence. The Health and Safety Co-ordinator will monitor the accidents to identify trends. The Governors sub committee will also receive information on accidents at each meeting.

11. Health Issues

11.1 Smoking (see also the Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, there is a No Smoking Policy anywhere on the school site.

11.2 Alcohol and Drug Abuse (see also the Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimise the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

- If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact **Carecall Counselling Service**, advertised on the school website, provide confidential help and support.
- Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration.
- If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

11.3 Staff Wellbeing (see also the Policy on the Management of Stress)

Stress is defined by the Health and Safety Executive as “the adverse reaction people have to excessive pressures or other types of demands placed on them.” This distinguishes stress from the pressures or challenges that provide the motivation for everyday living. Being under pressure can often improve performance but when demands and pressures become excessive they can lead to stress.

People respond to pressure in different and individual ways. Much will depend on an employee’s personality, experience, motivation and the support available from managers, colleagues, family and friends. Difficulties faced outside of work can also have an impact on someone’s ability to cope or function well at work.

If stress is intense and sustained it can lead to mental and physical ill-health and contributes to employee ill-health and sickness absence. It is important that all staff are aware of the factors that can give rise to stress (stressors) so that where possible their causes can be foreseen and appropriately managed before damage/harm is done. The Headteacher will liaise with staff in identifying the individual stressors and, where practicable, steps will be taken to minimise/eliminate these stressors. Workloads and stressors will be monitored on an on-going basis as part of 1:1 reviews.

12. Risk Assessments and Guidance Notes/School Codes of Practice (see also Policy on Risk Assessment)

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held by Headteacher

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education are available either in school or by accessing on the Web. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

12.1 Departmental Health and Safety Policies

All Heads of Department are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the school policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all

members of staff teaching or working within the Department and held by the SLT Learning Co-ordinator.

13. Specific Hazards

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

13.1 Asbestos (see also the Policy on Asbestos Management)

The school has had an asbestos survey completed for the premises and staff will be informed of the locality of any asbestos containing materials within the school and should record that this has been undertaken. Asbestos materials in good condition are safe unless asbestos fibres become airborne, which may happen when materials are damaged. It is essential that where asbestos has been identified that staff follow the safe working systems within the school and ensure that the fabric of the building is not disturbed and follow the escalation procedure in the Asbestos policy where damage to an asbestos material has been identified. . The Site Manager has been nominated to liaise with contractors to ensure that they are provided with relevant safety information and will approve works to be undertaken in school.

13.2 Legionella (see also Policy on Legionella Management)

The risk of contracting Legionellosis from our water system is low, but a managed approach to the condition and use of water systems is vital to manage risk, raise awareness of standards and ensure compliance with specific statutory requirements. Therefore a process is in place to commission a risk assessment of our water systems that will be reviewed on a bi-annual basis or where there has been a physical change to the water distribution system along with the risk assessment recommended regular monitoring undertaken by the caretaker.

13.3 Display screen equipment (see also Policy on Display Screen Equipment)

All staff that use PCs must complete the Workstation Self-Assessment Checklist to be returned to Headteacher.

The nominated DSE Assessor will be trained and an audit of all staff will be undertaken to identify those staff who would be considered as DSE 'users'. DSE 'users' are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician's fee for the eyesight test will be reimbursed by the school. The standard letter must be completed by the employee prior to the eye test, and taken to the optician. The employee must return the completed form to their line manager after the test.

If the optician confirms that a user requires new visual correction specifically for

work with DSE, as indicated by a tick in box 3 of the Optometrist's Report, the school will pay a contribution towards the cost. It should be noted that some users who already wear glasses may or may not need special glasses for display screen work.

13.4 Electrical Equipment (see also Policy on Electricity)

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. The Site Manager is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to The Headteacher immediately.

The Headteacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil. The Headteacher must be aware of and approve the arrangements for temporary electrical extensions required for drama productions, Christmas decorations.

13.5 Machinery and Equipment

There is a list of all equipment owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturer's instructions are not available the Head of Department will prepare instructions for maintaining the equipment, for machinery and will liaise with the Headteacher to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

13.6 Moving and Handling

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items.

Close supervision is appropriate at all times.

The headteacher will be responsible for undertaking risk assessments for moving and handling tasks, including those activities carried out by pupils. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity.

If there is a requirement for pupils be moved, the Headteacher will arrange for a Back Care Adviser to undertake an individual moving and handling assessment supplemented by training for specific staff.

13.7 Housekeeping

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Heads of Department will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The HOD's will report all hazards, obstructions, defects or maintenance requirements to the Headteacher. It is the duty of all staff to be vigilant and aware of possible hazards. If any spillages occur, these should be dealt with immediately.

The school will be cleaned as per the cleaning schedule and will be monitored by the Site Manager. All waste will be disposed of according to appropriate health and safety guidelines.

13.8 Violence at Work

All staff must report to their line manager/Vice Principal any incident of aggression or violence (or near misses) directed to themselves from any source.

13.9 Off-site Visits (see also Visits Guidance and Regulations)

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and EA policy on Off-site Visits.

13.10 Work Experience Placements

The school has a separate policy on the arranging of work experience placements. As specific legislation applies to young workers including students on work experience, it is essential that the school's work experience policy is followed.

13.11 Hazardous Substances (see also Policy on Hazardous Substances)

Responsibility for implementation for the Control of Substances Hazardous to Health (COSHH) Regulations, annual review and (where necessary) updating has been delegated to Heads of Departments. The main departments that use these types of substances are Design Technology, Art, Science, Reprographics and the Site team. The legislation requires that any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

A record of the arrangements currently in force will be maintained by the Heads of Department. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to COSHH may consult the headteacher.

13.12 Radiation (if appropriate)

The Science Department holds a selection of radioactive substances. A Radiation Protection Supervisor has been nominated within the school along with a Radiation Protection Officer for Children's Services. The Radiation Protection Adviser is appointed by CLEAPSS on behalf of the school and local authority. The role of the Radiation Protection Supervisor and Officer is to ensure that the school complies with the Ionising Radiations Regulations. Further information is contained in the Science Department's safety policy.

14. Use of Minibuses and Other Vehicles

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on school business.

Eligibility to Drive – All drivers must:

- be aged 25 and under 65 and have held a full current driving licence for at least three years without claim or conviction and have the CPC (Certificate of Driver Professional Competency) and D1 on their licence

Drivers of vehicles on the school site are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 10 mph is imposed on vehicles on site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify The Site Manager of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

15. Administration of Medicines (see also Policy on the Administration of Medicines)

The school has a separate policy on the local arrangements for the administration of medicines and staff should make themselves familiar with the content of that document.

Student Welfare will administer medicines and keep a record that they have been given. We must stress that pupils should not be at school if they are unwell and if at all possible, pupils should receive their medication at home.

For all medicines to be administered parents should complete a consent form. Each time there is a variation in the pattern of dosage a new form should be completed. A new form should be completed for each medicines to be administered.

The smallest practicable dose should be brought into school in individual original containers, which should be clearly labeled with the pupil's name and dosage instructions.

16. Complex Health Needs (see also guidance on supporting young people with Complex Health Needs)

The school has a separate policy on the local arrangements for supporting children and young people with complex health needs and staff should make themselves familiar with the content that document.

Complex health needs may include the following:

- Restricted mobility;
- Difficulty in breathing;
- Problems with eating or drinking;
- Continence problems;
- Medical conditions e.g. diabetes, epilepsy;
- Susceptibility to infection.

17. Training and Information

Will be undertaken by the Headteacher, in conjunction with the Heads of Department to identify the mandatory health and safety training required for each member of EA Health and Safety Training Policy and the Headteacher will ensure that staff are released for this training.

All members of staff will receive a comprehensive health and safety induction when they commence employment with the school and the induction will include specific elements of this policy being brought to their attention. A volunteer will receive a specific induction relevant to the activities they are undertaking in school.

The Headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

Every member of staff will be made aware of the College's Policy on Health and Safety and will be shown how to access the document via the school website. If any member of staff feels the need for training they must alert their line manager.

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

The school has developed a supply teacher's pack and this will be issued to all supply staff that includes health and safety information.

18. Monitoring Health and Safety

Health and safety standards must be monitored by the senior leadership team in conjunction with the school governors by the following:

- the Senior Leadership Team will include health and safety as part of the agenda of their regular meetings;
- the Headteacher will conduct an annual premises inspection and trade union

- safety representative (where appointed);
- the governors' agenda and Headteacher's report to the governors will both have health and safety as standing agenda items.

18.1 Inspections

To maintain and improve standards throughout the school a formal premises inspection will be undertaken three times per year and records kept. The school will be inspected by The Health and Safety Co-ordinator, The Director of Operational Resources and The Health and Safety Governor

18.2 Auditing

As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the Health and Safety team will complete a health and safety audit at least every 4 years. The action points identified through the audit will form part of the school development plan.

19. Visitors

The Headteacher and governors accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave and are required to wear a badge. Each class teacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

20. Trade Union Safety Representatives

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training.

The trade union safety representative will consult the Headteacher on any relevant health and safety matters.

21. Health and Safety Policy Review

The school acknowledges that the Health and Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the policy as appropriate and will undertake a formal review on an annual basis seeking endorsement from the Governing Body.