

# Whitecross Hereford: High School & Specialist Sports College

Policy: Health and Safety

Reviewed by: Personal Development, Behaviour and Welfare Committee

Reviewed on: 3 October 2016

Approved by Full Board: 31 October 2016

Health and Safety at Work, etc, Act 1974

Management of Health and Safety at Work Regulations 1999

## General Policy Statement

The Governors and staff of Whitecross Hereford recognise and accept their responsibilities and statutory duties as stated in the above and working with Facilities Management and IT sub-contractors on behalf of Whitecross@Stepnell Ltd, in accordance with contractual obligations, aim to provide a safe and healthy working and learning environment for all staff, students, visitors and contractors.

The school is committed to:

- providing a productive and safe learning environment;
- providing safe working equipment and ensuring safe working methods;
- preventing accidents and any work related illness;
- compliance with all statutory requirements;
- minimising risks through assessment and policy;
- monitoring and reviewing policies to ensure effectiveness;
- setting high targets and objectives through a culture of continuous improvement;
- ensuring appropriate welfare facilities are available to both staff and students;
- ensuring, as reasonably practicable that there are sufficient resources available to address health and safety issues.

The school has a Service Level Agreement with Fire & Risk Management Services for the period **1 April 2016 to 31 March 2017** to provide professional support and advice on all matters of health and safety. In addition the SLA provides for termly visits and departmental inspections as dictated by the school.

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## **Responsibility**

Whitecross Hereford is the 'employer' under the Health and Safety at Work, etc. Act 1974 (S.2(1)), which states that it is the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare of employees, and (S.3(1)), which states that it is the duty of every employer to conduct his or her business in such a way as to ensure, so far as is reasonably practicable, that persons who are not in his or her employment but who may be affected by it are not exposed to risks to their health and safety, and accepts that it has a responsibility to take all reasonably practicable steps to secure the health and safety of students, staff and others using the school premises or participating in school-sponsored activities. It believes that the prevention of accidents, injury or loss is essential to the efficient operation of the school and is part of the good education of its students.

The Governing Body, accepts delegated authority and working with the Facilities Management and IT sub-contractors on behalf of Whitecross@Stepnell Ltd, aims "to provide a safe and healthy working and learning environment for staff, students, visitors and contractors".

The arrangements outlined in this statement and the various other safety provisions made by the Governing Body cannot prevent accidents or ensure safe and healthy working conditions. The Governing Body believes that only the adoption of safe methods of work and good practice by every individual can ensure everyone's personal health and safety. The Governing Body working with the Facilities Management and IT sub-contractors on behalf of Whitecross@Stepnell Ltd, will take all reasonable steps to identify and reduce hazards to a minimum but all staff and students must appreciate that their own safety and that of others also depends on their individual conduct and vigilance while on the school premises or while taking part in school sponsored activities.

## **Duties of the Governing Body**

The Governing Body, in consultation with the Headteacher, will:

- (a) ensure familiarity with the requirements of appropriate legislation and codes of practice;
- (b) ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- (c) periodically assess the effectiveness of this policy and ensure that any necessary changes are made;
- (d) identify and evaluate all risk relating to (i) accidents; (ii) health; (iii) school-sponsored activities (including work experience);
- (e) identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others;
- (f) provide necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision;
- (g) ensure adequate welfare facilities.

So far as is reasonably practicable the Governing Body, through the Headteacher will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) this policy;
- (b) all other relevant health and safety matters;
- (c) the instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

## **Duties of Headteacher**

As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

In particular, the Headteacher will:

- (a) be familiar with the requirements of relevant legislation and codes or practice;
- (b) ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities;
- (c) ensure safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities;
- (d) ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled;
- (e) consult with members of staff, including the safety representatives, on health and safety issues;
- (f) arrange systems of risk assessment to allow the prompt identification of potential hazards;
- (g) carry out periodic reviews and safety audits on the findings of the risk assessment;
- (h) identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters, including risk assessment;
- (i) encourage staff, students and others to promote health and safety;
- (j) ensure that any defects in the premises, its plan, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay;
- (k) encourage all employees to suggest ways and means of reducing risks;
- (l) collate accident and incident information and, when necessary, carry out accident and incident investigations;
- (m) monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- (n) monitor the first aid and welfare provision;
- (o) monitor the management structure along with the governors;
- (p) report to the Resource Committee and Governing Body meetings as required.

## **Duties of Supervisory Staff**

All supervisory staff (e.g. learning managers, subject leaders and technicians) will make themselves familiar with the requirements of relevant legislation and codes of practice which are relevant to the work of their area of responsibility.

They will take a direct interest in the school's Health and Safety Policy and in helping other members of staff, students and others to comply with its requirements.

As part of their day-to-day responsibilities they will ensure that:

- (a) safe methods of working exist and are implemented throughout their department;

- (b) health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- (c) staff, students and others under their jurisdiction are instructed in safe working practices;
- (d) new employees working with their department are given instruction in safe working practices;
- (e) regular safety inspections are made of their area of responsibility as required by the Headteacher, or as necessary;
- (f) positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- (g) all plant, machinery and equipment in the department in which they work is adequately guarded;
- (h) all plant, machinery and equipment in the department in which they work is in good and safe working order;
- (i) all reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery and equipment in the department in which they work;
- (j) appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work;
- (k) toxic hazardous and highly flammable substances in the department in which they work are correctly used, sorted and labelled;
- (l) they monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others;
- (m) all the signs used meet the statutory requirements;
- (n) all health and safety information is communicated to the relevant persons;
- (o) they report, as appropriate, any health and safety concerns to the appropriate individual.

#### **Duties of all members of staff and students**

All staff will make themselves familiar with the requirements of relevant legislation and codes of practice which are relevant to the work of the department in which they work. They should:

- (a) take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work;
- (b) as regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provision, cooperate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.

All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.

In particular all members of staff will:

- (a) be familiar with the School's Health and Safety Policy and any safety regulations as laid down by the Governing Body;
- (b) ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students;
- (c) see that all plant, machinery and equipment is adequately guarded;
- (d) see that all plant, machinery and equipment is in good and safe working order;
- (e) not make unauthorised or improper use of plant, machinery and equipment;
- (f) use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied;
- (g) ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled;
- (h) report any defects in the premises, plant, equipment and facilities which they observe;
- (i) take an active interest in promoting health and safety and suggest ways of reducing risks.

Each student is required to:

- (a) behave at all times in a manner conducive to safety;
- (b) use apparatus and equipment only after receiving instructions and permission from the teacher;
- (c) adopt working procedures as described by the teacher concerned;
- (d) wear in workshops, training areas and laboratories, appropriate clothing which includes foot, eye and hand protection as specified;
- (e) report immediately to the teacher any equipment thought to be unsafe;
- (f) comply with health and safety requirements during participation in work experience, educational visits and any other activities related to the work of the school;
- (g) sign the Home School Agreement to indicate that he/she accepts his/her responsibilities.

### **Visitors, hirers and contractors**

When the premises are used for purposes not under the direction of the Headteacher, the Facilities Manager will be the principal person in charge of the activities for which the premises are in use and will have responsibility for safe practices as indicated in paragraph 3 of this document.

The Facilities Manager and the Headteacher will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times and as per the contractual obligations will minimise disruption to the teaching and learning routine.

All visitors are required to report to Reception and sign in using the school's Visitor Record System or the Integral Visitor Book as appropriate. Staff on casual contracts or visitors such as trainee teachers will be issued 'staff' badges and required to sign in using the daily sheets.

### **Staff consultative arrangements**

The Governing Body, through the Headteacher, support a school Health & Safety Committee. Representation on this committee will cover all appropriate areas of work or special hazards (PE, Resistant Materials and Science). The Health and Safety Governor and the Facilities Manager (Integral) are also members of the group. The committee meets once a term. Nominated safety representatives of each accredited trade union or staff association will be invited to attend as necessary.

### **Risk Assessment**

Risk assessments for all curriculum related activities will be maintained by the Learning Managers and these will be incorporated into lesson plans and reviewed and updated as necessary and in the light of regular reviews of accidents and incidents. Subject Leaders up-date the Risk Assessment requirements of their Department in the termly Monitoring & Evaluation process. Learning Managers will ensure that copies of risk assessments are readily available to all personnel working within the department and, if required, for inspection for audit purposes.

### **General housekeeping**

All staff should be aware of the need to exercise good house-keeping in their areas of work and remove waste materials on a regular basis, keep fire exits clear, and regularly review stock and storage provision. The school has the use of the Modern Records Unit for records that need to be retained under the Retention Schedule.

### **Hazardous and dangerous substances**

The Learning Manager must ensure that a COSHH data sheet is completed for all hazardous/dangerous substances used within curriculum areas. Substances must be held in

clearly labelled containers at all times and stored appropriately. The disposal of substances must comply with the Control of Hazardous Regulations 2002.

### **Pressure vessels and fume cupboards**

Gas bottles and cylinder supplies must be stored securely with valves closed off. The school will ensure that test and inspections of pressure vessels (e.g. pressure cooker, steam engine) are carried out in accordance with CLEAPSS recommendations by 'competent persons (Senior Science Technician and Compliant Materials Technician) and test records kept for inspection and audit.

The Facilities Manager (Integral) will arrange for annual routine inspections of Fume Cupboards as recommended by the manufacturer.

### **Electrical safety**

The Facilities Manager and IT Manager will be responsible for the 5 yearly inspection and testing of electrical equipment as per the Electricity at Work Regulations 1999. It is the responsibility of all staff to do visual checks of all equipment on a daily basis and report any defect accordingly and refrain from using the equipment until it has been declared safe.

The Senior Science Technician will be trained to undertake Portable Appliance Testing on items not covered by the PFI contract. Personal items used on site by members of staff are also subject to PAT testing.

### **Radioactive Sources**

The school has a designated Radiation Protection Officer who ensures that all staff using radioactive materials are fully trained in accordance with the CLEAPSS guidelines. This includes storage and disposal of such material: the Science Department H&S Policy statement applies.

### **Emergency Plans (refer to Critical Incident Plan and Emergency Evacuation Plan and CCTV Code of Conduct)**

The Headteacher, in conjunction with the Facilities Manager and IT Manager, will ensure that emergency procedures are in place to determine action on the outbreak of fire or other emergency/disaster, so that everything possible is done to:

- (a) save life;
- (b) prevent injury;
- (c) minimise loss.

This sequence will determine the priorities of the emergency plan.

The Fire Risk Assessment will be commissioned by the Landlord and managed by the Facilities Manager and Business Manager. This will be reviewed and up-dated on an annual basis and when any major changes in use of the facilities occur.

Fire evacuation procedures will be tested every term and the records maintained by the Facilities Manager. The Facilities Manager and Business Manager will arrange for the Emergency Evacuation Plan to be reviewed and updated on an annual basis.

The SENCo is responsible for identifying students who may require assistance in the event of an emergency and compile an Emergency Evacuation Plan for them.

The School will identify staff to act as Fire Wardens. Certificated training will be provided.

The School will identify staff to be responsible for operating the evacuation of provided and regular practice will be initiated on a regular basis. Trained staff will be issued a mobile radio for use during an emergency evacuation.

The School in conjunction with Integral will review on an annual basis the CCTV Code of Practice.

The School has established a Critical Incident protocol and trained staff as necessary.

### **First Aid**

The Headteacher will regularly review the arrangements for first aid provision to ensure there are an adequate number of First Aid at Work trained staff to cope with all foreseeable major incidents.

Other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. (Emergency First Aid at Work) The number of such trained but uncertificated first aiders will be determined by the Headteacher as being sufficient to meet the needs of all foreseeable circumstances.

Supplies of first aid material will be held at various locations throughout the school. The Headteacher will determine these locations. They will be prominently marked and all staff and students will be made aware of their position. The materials will be checked regularly and any deficiencies made good without delay.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

First Aid notices will be displayed in the school detailing the names and locations of certified first aid staff and first aid supplies. The staff information board will contain a comprehensive list of staff and their relevant qualifications.

### **Managing medicines**

The administration of prescription medicines will be carried out by the certificated first aid staff in conjunction with the Student Services Support team, qualified First Aid at Work Staff and in accordance with the Supporting Students with Medical Conditions Policy.

### **Accident reporting**

All accidents to staff, students and other personnel on site will be recorded. Most accidents will be recorded in the Minor Injury Log in Staff Share (First Aid folder) by the relevant certified First Aider in attendance. Similarly any Near Miss must be recorded on the relevant form and submitted to the Headteacher for investigation. For a significant accident/event or dangerous occurrence, the Accident Incident Reporting Form and Accident Investigation Form must be completed. These are available from the Headteacher's PA. It is the responsibility of whoever is first to the scene to ensure that all the relevant paperwork is completed. The Headteacher's PA will take responsibility for chasing up paperwork and following the Headteacher's scrutiny will forward on to the County and Fire & Risk Management Services. The Resources Committee will consider a termly report on accidents and incidents from the Governor with responsibility for Health and Safety.

### **Reporting incidents of violence (physical and verbal)**

Acts of violence/aggression to staff must be recorded on the Accident Incident Report Form and processed as above.

Violence at work can be defined as 'any incident in which an employee is abused, threatened or assaulted by a student or member of the public arising out of the course of their employment'. The Headteacher will use discretion to determine whether an injury constitutes assault or incident. It will always be regarded as an assault if it is believed there was deliberate intention to cause harm.

## **Computers and display screen regulations**

Staff who regularly use a computer (i.e. for continuous periods of an hour or more on a more-or-less daily basis) are subject to the provision of the Health and Safety (Display Screen Equipment) Regulations 1992. The school has an arrangement in place for the issue of DSE eye test vouchers and will offer a contribution toward the cost of spectacles if prescribed solely for DSE use.

## **Manual handling**

Staff should avoid manual handling operations as far as is reasonably practicable where there is a risk of injury. The Facilities Manager will arrange for all portering of goods inwards and outwards. Technicians and Teaching Assistants will receive Manual Handling training and refresher training as necessary. The SENCo identifies the member of staff to work with students who need manual handling and will arrange the necessary training – this includes the annual training in the use of Evacuation chairs.

## **Off site visit and use of school mini bus**

All educational visits must be prepared for and conducted in accordance with the Local Authority guidance. The Educational Visits Coordinator (EVC) must be notified of ALL educational visits away from the school site at least 15 days in advance, together with the completion and approval of the appropriate planning and risk assessment forms.

Staff using the school minibus must:

- have their driving licence checked and verified by the Bursar on an annual basis;
- have an up-to-date Minibus Drivers Assessment every two years; carry out a safety check using a school initiated checklist on the vehicle before use;
- ensure the safety of passengers at all times (e.g. wearing seat belts, one to a seat, doors locked etc) as per the School's Mini Bus Driver Policy.

## **Occupational stress**

Staff are encouraged to raise concerns about work related stress early, via their line manager or directly with the Headteacher. The School recognises stress as an organisational issue and will ensure that staff are adequately trained to equip them for their roles and responsibilities in the following areas:

- Dealing with students;
- Physical environment;
- Work overload;
- Control;
- Risk of violence;
- Change;
- Relationships.

The School has a service level agreement with Hoople Limited for Human Resources advice and is able to secure access to a variety of occupational health services directly through the Wye Valley Trust.

In addition a free confidential telephone counselling service is available through the school's insurance provider, Zurich Municipal.

## **Work experience**

Personalised work placements are arranged by the school. A trained member of staff will ensure

that all companies are 'risk-assessed' before the placement begins. The School's Careers Administrator ensures that the employer is aware of any special needs that the student may have that could affect their safety or that of others during their work experience placement. School staff either makes personal visits to students on placement or make telephone contact with the employer during this period.

## **CCTV**

The School works to a code of practice for the operation of the closed circuit television system (CCTV) that is managed through the FM sub-contractors, Integral and this will be reviewed annually. Access to the system is restricted to the Headteacher, Senior Leadership Team and Strategy Group, the Student Support Manager, Behaviour Manager, Business Manager and IT Manager.

## **Safeguarding**

A safeguarding policy exists to create a safe environment in school; to protect students from themselves and other students; and to ensure that all adults on site and those involved in any external activity have enhanced DBS clearance. The Business Manager holds and maintains the Single Central Record of DBS details for inspection by Ofsted or other relevant body.

## **Lone working**

- **Category 1 (contingency):** Any member of staff working before or after school hours, is required to alert another member of staff working close by and contact the Facilities Manager;
- **Category 2 (planned for):** Any member of staff working alone and away from the school building is required to complete a Risk Assessment to ensure that the relevant control measures are in place.

## **Holiday Working**

Any member of staff wishing to be on site during holiday periods, must agree this with the Headteacher in advance and Integral needed to be alerted. All staff on site during a holiday period are required to sign in and out for emergency evacuation purposes.

## **No smoking**

Whitecross Hereford is a 'No Smoking' site (premises and grounds).

## **Access to and barring of parents from school premises**

In line with DoE advice parents will generally have permission from the school to be on site; however in cases of abuse or threats to staff, students or other parents, the school reserves the right to ban parents from entering the school. The Headteacher will take advice from the school's legal advisors and her own professional body in any such cases.

## **Review**

The Governing Body will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the health, safety and welfare of staff and students.