



ASHLAWN SCHOOL
‘A High Performing Specialist Academy’

HEALTH AND SAFETY POLICY

Policy & Procedure Number	AP023a
School Link	C Tuckey
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PART 1 - THE POLICY

1.1 INTRODUCTION

This document has been prepared in accordance with the Health and Safety at Work Act 1974,. . It is based on the Model Health and Safety Policy issued by the LA.

1.2 SCHOOL POLICY STATEMENT

Our policy is try to ensure that all reasonably practical steps are taken to secure the health, safety and welfare of everyone using the school premises. The procedures and arrangements set out in this document have been put in place to assist the school and those responsible to:

- (a) Establish and maintain a safe and healthy environment throughout the school.
- (b) Establish and maintain safe working procedures among staff and students.
- (c) Arrange to ensure safety and absence of risks to health when using, handling, storing and transporting articles and substances, and electricity at work.
- (d) Ensure there is sufficient information, instruction and supervision to enable all people and students to avoid hazards, to contribute positively to their own safety and health at work and to ensure that they have appropriate health and safety training.
- (e) Maintain a safe and healthy place of work, with safe access to and from the site.
- (f) Formulate procedures to be used if there is a fire or other emergencies and for evacuating the school.
- (g) Lay down procedures to be used if there is an accident.
- (h) Provide and maintain adequate welfare facilities.
- (i) Provide a system so that dangerous occurrences, accidents, defects and potential hazards are reported and recorded.
- (j) Teach safety where appropriate in the curriculum.
- (k) Promote partnership and co-operation between management and Trade Unions in matters of health and safety.



Signature of Chair of Governors



Signature of Headteacher

Date: 5th December 2017

Date: 5th December 2017 _____

Next review date: **By 5th December 2018**

1.3 **LA POLICY STATEMENT (Adopted and Implemented by Ashlawn School)**

1.3.1 Warwickshire County Council's Health and Safety Policy statement is summarised as follows:

It is the policy and intention of the Education Department to:

- Ensure the maintenance of sites, buildings, layouts and the work equipment to a reasonably safe level.
- Maintain reasonably safe systems of work and working environment.
- Notify in writing to all employees, their health and safety responsibilities.
- Provide, where necessary, appropriate information, instruction, training and supervision to ensure so far as is reasonably practicable, the health and safety of employees at work.
- Provide, maintain and ensure the use of appropriate protective clothing and equipment, in accordance with the Personal Protective Equipment Regulations 1992.
- Actively discourage violation of safety rules, regulations and unsafe practices by the application of appropriate disciplinary procedures.
- Comply with legal requirements, Codes of Practice and safe working procedures.
- Promote a safety culture within the school which positively promotes and encourages safe working by all employees in all aspects of the school's work.
- Encourage discussion and communication between Management, Health and Safety Representatives and Employees on Health and Safety matters, and to provide a formal School Health and Safety Committee for this purpose.
- Provide relevant Health and Safety information literature etc. to accredited Safety Representatives and recognised Trade Unions.
- Encourage and promote accurate and prompt reporting of accidents, and subsequent investigation.
- Consider at the tendering, planning and contract stages, for any works affecting education sites, means of eliminating/reducing risk of injury and damage.
- Ensure that no charge is levied on any employees in respect of anything done or provided, in pursuance of any specific requirements or relevant statutory provision.
- Liaise with Contractors working on projects commissioned by the school to ensure so far as is reasonably practicable, they carry out their responsibilities for health and safety.
- Liaise with the Health and Safety Officer and other relevant staff on matters which affect corporate health and safety.
- Provide relevant written guidelines, support and advice.

1.4 **LOCATION OF THE POLICY**

The school's policy, with other health and safety information, shall be kept in the Business Manager's Office, the staffroom notice board and on the shared area of the School intranet.

The school will tell all members of staff about this information, its location and contents, except for personal and/or confidential matters which will be held by the Headteacher.

PART 2 - RESPONSIBILITIES / ORGANISATION

2.1 WHO IS RESPONSIBLE?

The Health and Safety at Work Act 1974, requires elected members, governors, and employees according to their particular roles, to take the initiative on certain matters.

The school will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The day-to-day responsibility for Health and Safety matters in schools shall be the Headteachers. More detailed responsibilities are set out below.

2.2 GOVERNORS (AS EMPLOYERS)

The Governors are ultimately responsible for:-

- the implementation of health and safety legislation
- achieving the objectives of its Health and Safety policy
- ensuring that adequate resources are made available to cater for the needs of safety, health and welfare.

The Governing Body delegates the work required to meet those responsibilities to Head Teacher,, Senior Leadership Team, Managers, Head Teachers, Managers and Supervisors. Each of these levels of management, together with all supporting staff, has specific responsibilities, which are identified in this document.

Meeting the increased health and safety responsibilities given to Governors as a result of the Education Reform Act (ERA) 1988, and Local Management of Schools (LMS) requires substantial care and attention.

The governing body accepts responsibility for the establishment, monitoring and review of all school level health and safety policies.

The governing body aims to provide a safe and healthy environment for teaching and non-teaching staff, students and visitors to the school. The governing body recognises that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. All staff, will appreciate that their own safety, and that of all in the school, depends on their individual conduct as well as this policy.

The governing body will:

- (a) Ensure that all resourcing decisions take into account health and safety matters.
- (b) Delegate to the Headteacher a contingency budget to cover health and safety matters as appropriate to the school's scheme of internal delegation.
- (c) Ensure that job descriptions of new staff include general and specific responsibilities relating to health and safety.
- (d) Together with the Headteacher, School Business Manager or named responsible person, ensure that students and their staff have suitable health and safety provision.
- (e) Ensure that safety standards for purchased goods and equipment are met.
- (f) Ensure that procedures exist for checking that items offered for sale by the school are safe.
- (g) Together with the Headteacher ensure that approved school journeys are arranged and supervised in accordance with the off site visits procedures.
- (h) Ensure that the school has appropriate monitoring systems.
- (i) Arrange for a school site health and safety committee to be established, on request from Safety Representatives and/or staff

2.3 RESPONSIBILITIES OF ALL EMPLOYEES

The Health and Safety at Work Act 1974 states:

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

- * to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work, and
- * as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

'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.'

To observe the laws and carry out the responsibilities to students and other visitors to the school, all employees are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.
- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the emergency procedures in respect of fire, bomb scare and first aid.
- (e) Not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (f) Co-operate with other employees in promoting improved health and safety measures.
- (g) Co-operate with the appointed safety representative and the enforcement officer of the LA, the Health and Safety Executive or the Public Health Authority.
- (h) Report any hazard or malfunction in accordance with school procedure.

- (i) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- (j) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- (k) Use the provided safety equipment and/or protective clothing.
- (l) Avoid improvisation in any form, which could create unnecessary risks to health and safety.
- (m) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with school procedure.
- (n) Attend training courses to further the needs of health and safety as required.
- (o) Report all accidents, assaults and "near misses" in accordance with school procedures whether injury is sustained or not.

2.6 RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher is the person initially and ultimately responsible to the governing body for achieving the objectives of the school's Health and Safety policy in his or her school. The Business Manager has delegated responsibilities for day-to-day management of these duties, particularly (g) to (aa)

The Headteacher shall:

- (a) Ensure that the school meets as far as is reasonably practicable, the requirements of the health and safety legislation.
- (b) Ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- (c) Ensure staff and students comply with agreed procedures.
- (d) Advise the Chair of Governors and the governing body on the resources and action required to meet statutory requirements, DFES requirements/procedures etc.
- (e) Liaise regularly with the governing body on health and safety matters in the school annually.
- (f) Encourage and promote a positive health and safety culture in the school.
- (g) Be the focal point for day to day references on safety and give advice or indicate sources of advice.
- (h) Co-ordinate the implementation of the approved safety procedures in the school.
- (i) Have established and maintained a suitable health and safety programme to eliminate accident potential so far as practicable.
- (j) Receive health and safety guidance and establish procedures to disseminate safety information concerning the school to all employees including temporary/supply staff. Review these procedures from time to time.
- (k) Ensure that, before introducing any change which may affect the health and safety of employees at work, there is adequate consultation with the governing body, appropriate specialist support staff and employees' Safety Representatives.
- (l) Ensure that Safety Representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- (m) Ensure that accidents and hazards are:
 - recorded and monitored for patterns.
 - reported as appropriate to the LA and/or Health and Safety Executive
 - reported to the specialist school staff
 - followed by appropriate remedial action.

- (n) Ensure that the advice of appropriate specialist school staff is sought to assist or clarify any health and safety matter.
- (o) Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- (p) Ensure that:
 - recommendations or reports presented to the establishment by specialist support staff and other external organisations, e.g. the Health and Safety Executive, are communicated to the school's management structure and to the relevant Safety Representatives; and
 - such reports are followed up so that the required action or policy decisions are taken.
- (q) Ensure that proper concern is shown for the health and safety of everyone at the school who is not an employee, including students, students, visitors, etc.
- (r) Ensure that workers at the school and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no one is put at risk.
- (s) Ensure that:
 - all fire fighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment;
 - conduct regular evacuation drills at Least once per term, test fire alarms weekly and make all employees and persons using the school aware of the emergency procedure;
 - keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.
- (t) Ensure adequate first aid cover is provided in accordance with 'First Aid in Education Guidelines' issued by the LA.
- (u) Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- (v) Review from time to time and make recommendations for improving the procedures on:
 - providing first aid in the school
 - the emergency procedures
 - all safety procedures.
- (w) Take appropriate action when any hazard is reported to him/her and stop any practices or the use of any plant, tools, equipment, machinery, etc. he/she considers to be unsafe until he/she is satisfied they are safe.
- (x) Maintain contact with, and seek advice from, appropriate agencies.
- (y) Ensure all statutory registers are maintained.
- (z) Ensure the maintenance of safe access to and from the site.
 - Ensure that so far as is reasonably practicable, no plant, equipment or process under the school's control pollutes the atmosphere.
 - Where appropriate arrange a school site health and safety committee in accordance with the guidelines in the health and safety folder.
- (aa) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

2.7 RESPONSIBILITIES OF SPECIFIC HEALTH & SAFETY POST-HOLDERS

Under the direction of their management, post holders are responsible for the detailed implementation of the school's policy and they shall:

- (a) Be directly responsible to the Headteacher for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by the LA and the Headteacher, including the relevant parts of this statement.
 - (b) Ensure that all persons reporting to them know, accept and discharge their responsibilities under the school's Health and Safety policy.
 - (c) Ensure that the areas for which they are responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which they are responsible and, where necessary submit a report to the Business Manager.
 - (d) Ensure that they draw the attention of the line manager to any breach of statutory regulations or Departmental procedures, which cannot be dealt with.
 - (e) Ensure that they report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with the LA procedure.
 - (f) Ensure that they make available in a safe condition all necessary plant, tools and equipment.
 - (g) Ensure they maintain safe access to and egress from their places of work.
 - (h) Ensure the necessary protective clothing or equipment is issued and used in their areas.
 - (i) Ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
 - (j) Where necessary seek the appropriate Health and Safety advice of the relevant advisor or external body.
 - (k) Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, duplicating fluid, guillotines).
 - (l) Resolve, promptly, any health and safety problem referred to them by a member of staff or student and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Headteacher.
 - (m) Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health.
 - (n) Recommend to the Business Manager safety procedures, practices and equipment and additions or improvements to plant, tools, equipment or machinery, which are dangerous or potentially so.
 - (o) Ensure that all donated equipment is safe for use, if necessary seeking specialist advice.
 - (p) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.
- N.B. The Head of Department and/or professional tutor will make student and supply teachers aware of their responsibilities as these rules apply also to them.

2.8 RESPONSIBILITIES OF CLASS TEACHERS

The class teacher is responsible for the safety of students in classrooms, laboratories and workshops; teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Headteacher/Head of Department before allowing work to take place.

Class teachers are expected to:

- (a) Set a good example by adopting good health and safety practices, and procedures.
- (b) Supervise the students and ensure that they know the emergency procedures in respect of fire, bomb scare and first aid and any special safety measures for the teaching area/activity.
- (c) Give clear instructions and warning as often as necessary (notices, handouts etc. are not enough).
- (d) Ensure that students' bags, coats etc. are safely stored, and good housekeeping is maintained.
- (e) Include all relevant aspects of safety in the curriculum, if necessary in special lessons.
- (f) Request/obtain protective clothing, guards, special safe working procedures, etc. where necessary and ensure their use.
- (g) Make parents/volunteers aware of safety procedures in the classroom/work area.
- (h) Recommend to the Headteacher/head of department, improvements on safety equipment and additions or improvements to plant, tools equipment or machinery which are dangerous or potentially so.
- (i) Ensure that relevant risk assessments are performed, the results recorded and any necessary action taken.

2.9 RESPONSIBILITIES OF VISITORS / VOLUNTEERS / HIRERS

Regular visitors and other users of the premises will be required to observe the safety rules of the school. The Business Manager will ensure that visitors are informed of health and safety matters, which may affect them during their visit.

Parents helping out in school will be made aware of the health and safety arrangements applicable to them by the teacher to whom they are assigned.

Groups of people who regularly hire the premises will be made aware of safety arrangements through written notification sent at the start of a booking.

2.10 SCHOOL RULES CONCERNING STUDENTS

Parents and guardians are requested to encourage their children, who are students at this school, to:

- (a) Conduct themselves in a manner which is considerate to their own safety and the safety of others.
- (b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
- (c) Observe all the safety rules of the school and in particular the instructions staff members give in an emergency.
- (d) Not wilfully misuse, neglect or interfere with equipment provided for their safety.

The student planners will make all students and parents aware of the Code of Conduct expected at School to ensure the students safety whilst at School.

2.11 HEALTH AND SAFETY REPRESENTATIVES

Safety representatives are nominated/appointed by the Trade Unions.

- (a) The functions of safety representatives are to:

- (i) investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and examine the cause of accidents at the workplace.
 - (ii) investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work.
 - (iii) make representations to the employer on matters arising out of (i) and (ii) above.
 - (iv) make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
 - (v) carry out inspections.
 - (vi) represent the employees he/she is appointed to represent in consultations at the workplace with the employer and with Inspectors of the HSE and any other enforcing authority.
 - (vii) receive information from Inspectors in accordance with Section 28 (8) of the Health and Safety at Work Act 1974.
 - (vii) attend meetings of safety committees in the capacity of safety representative and in connection with any of the above functions.
- (b) Legal Responsibilities:
- (i) Safety Representatives have no additional duties other than those of all employees, as laid down in section 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

Part 3 – Arrangements

The arrangements and procedures laid down in this section of this Safety Policy have been devised in order to assist those responsible to meet their duties as laid down in the preceding section (Part 2 – Responsibilities / Organisation).

3.1 Accident reporting, recording and investigation

The following guidance has been utilised in the creation of these procedures

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Incident-reporting in schools (accidents, diseases and dangerous occurrences)
- HSE Education Information Sheet No 1(rev1)
- Health and Safety at Work Act
- Management of Health and Safety at work regulations
- WCC Health and Safety Standards in Schools

All serious accidents (3 days absence or more) and minor or near misses that occur on the School site are reported to the school health and safety officer via the school Accident/Dangerous incident form. These forms can be found in the Resources Room and must be completed for student, staff or visitor accidents, they are to be forwarded on to the Health and Safety Officer, who will investigate and then forward the details immediately or on completion to the Health and Safety Executive. All major injuries must be reported to the HSE within 10 days of the incident via the Health and Safety Officer.

All minor accidents should be recorded in the Minor Accident book by the First Aider who attended the scene/contact the parents. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, the Business/Health and Safety Officer (H&SO) should be made aware so immediate action is taken to ensure the location of the accident is still safe to use. The H&SO is responsible for conducting an investigation following the accident. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident reports and investigation records should be kept for three years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

3.2 Bullying and Harassment

Please refer to:-

'WCC Bullying and Harassment Procedures' (adopted by Ashlawn School)

'Ashlawn School Anti – Bullying policy'

Copies of which are stored in the main office and are available on request from reception.

- Heads of Departments will lead their colleagues in implementing this policy.
- A Deputy Head is responsible for offering informal and confidential advice.

3.3 Child Protection

Please refer to the 'WCC child protection policy' a copy of which can be found in the School policy file (see above).

- The CP officers for the School (named Deputy Head Mrs E Cheney, Head of Lower School and Head of Upper School) are responsible for offering informal and confidential advice.
- Heads of Departments will lead their colleagues in implementing this policy.

3.4 Contractors (Management of)

The following guidance has been utilised in the creation of these procedures

The Management of Health and Safety at Work Regulations 1999

WCC 'The Safe Management of Contractors' Policy

In house policy/procedures are:-

- The appointed responsible persons to manage contractors on site are the Premises and Contracts Manager and the Business Manager. They have both attended the 'Safe Management of Contractors' training and the Premises and Contracts Manager also holds an

I.O.S.H Managing Contractors and I.O.S.H Managing safely qualifications – supported by the Health and Safety Officer who has NEBOSH National General Certificate level 3, Fire Safety and Risk Management and National Construction Certificate.

- Contractors are selected either via the WCC Atlas System or from recommendation from another local educational establishment.
- Only contractors who hold an enhanced CRB and have completed the 'Ashlawn contractors' questionnaire' are used on site. An formal induction process is used for induction of contractors to exchange information and agree safe working arrangements as the majority of contractors are utilised on an ongoing basis and are aware of our systems and procedures.
- The Premises and Contracts Manager is responsible for checking method statements and risk assessments prior to commencement of work, supported by the H&SO.
- Staff should report concerns relating to Contractors working on-site to either the Premises and Contracts Manager or Business Manager.

3.5 Contractors (Management of Asbestos)

The following guidance has been utilised in the creation of these procedures

The management of asbestos in non-domestic premises, Regulation 4 of the Control of Asbestos Regulations 2006

WCC Asbestos Policy' and 'Managers Guide to Asbestos'

- Up to date information regarding asbestos is found on the ATLAS Database. This information must be referred to prior to any intrusive work being carried out by a contractor, member of staff or other.
- Information from the ATLAS System is to be shown to all contractors prior to work commencing. Contractors must sign to state they have seen the relevant sections of the information.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only specific licensed contractors are allowed to work with asbestos

3.6 Contractors and Visitors on Site

Arrival on site

- All visitors/contractors to site MUST sign in with reception, confirm their identity and state their business
- A visitor/contractor badge is issued and their host is informed of their arrival the host must go to reception to collect their visitor and remain with them during the visit.
- All visitors/contractors must be informed of emergency procedures.
 - All/any Safety/building/site related information can be acquired by request from the Premises and Contracts Manager.

3.7 Control of Substances Hazardous to Health (COSHH) –including Radiation and Compressed Gases (if applicable)

Please refer to the 'WCC COSHH policy' and the school's COSHH information stored in the H&SO's Office.

In house policy:

- The selection and use of substances, e.g. less hazardous alternative substances are purchased and used wherever possible.
- Each Department is tasked with maintaining their own COSHH file.
- A copy of the COSHH file can be viewed in the relevant Department
- Each Department Head is responsible for the purchasing of COSHH products and is expected to control its purchasing.
- All COSHH materials must have an MSDS data sheet.
- All COSHH materials must have a Risk Assessment.
- All Department Heads are tasked with carrying out risk assessments for tasks using all hazardous substances as per the School's COSHH Policy.
- Department Heads are responsible for ensuring the safe storage of the COSHH products.
- Department Heads are to ensure all staff are aware of how to identify COSHH materials.

- Department Heads are to provide Instructions for labelling decanted substances.
- Department Heads are to provide PPE and instruction on the use of specific Personal Protective Equipment.
- Department Heads are to provide instruction on the safe storage and transportation of hazardous substances.
- Department Heads are to provide instruction on the Emergency procedures for cleaning spillages/escape. Include emergency evacuation procedures or where to find them. (These can be found within the products MSDS sheet)
- Department Heads are to provide instruction on the safe/approved disposal procedures for waste, unwanted or spilt substances. (These can be found within the products MSDS sheet)

For Secondary Schools only – Radiation

Include:

- The Senior Science Technician is responsible for purchase, transport, storage and use of the equipment and materials which may pose a radiation hazard.
- Jane Hopkins from the Local Authority Radiation Protection Advisor.
- Monitoring equipment is kept in the Science Department and managed by Callie Rafaluk
- The Head of Science is responsible for carrying out the risk assessment.
- Location of records (type) kept with any relevant code of practice.

Compressed Gases

- The Head of Science is responsible for purchase, transport, storage and use of the equipment and materials.
- The Head of Science for carrying out a risk assessment.
- The Head of Science is responsible for issuing the permit to work.
- Who uses the equipment and what training is given?
- The science policy states the methods for safe movement, storage and use of the gases.

3.8 Defect Reporting Procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- Staff reports the defect to the Premises and Contracts Manager using the in-house maintenance slips or e-mail. Near misses are recorded on the relevant form kept in the main office.
- For emergencies staff make contact with reception who will put out a call on the personal radios for immediate response.
- Maintenance slips are available from either the Post room, East/West Work rooms or directly from the Premises and Contracts Manager.
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be repaired/made safe is removed.
- The Premises and Contracts Manager monitors that the defect has been rectified.
- A report is produced for governors at termly intervals. The report is discussed at governors' meeting / management committee where recent defects should be identified and outstanding works discussed.
- Defect reporting records are kept on file and are available for inspection in the Premises and Contracts Manager, office. Note: Records should be kept for a minimum of 21 years.

3.9 Display Screen Equipment (DSE) (Please refer to the school DSE Policy' on the)

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE "Users" including teachers with laptops are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every three years.
- DSE Self assessments for all staff members- using a display screen equipment including laptops will be completed as soon as the on-line assessment is available and will be reviewed at least every three years or sooner if changes to equipment or location occur.
- The Business Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.
- One to one DSE assessments can be carried out by the school H&SO.

3.10 Electricity at Work

Further guidance can be found within:- 'The electricity at work regulations 1989'

- All hardwired equipment is checked every five years by a competent contractor.
 - The P&C Manager is responsible for ensuring the hardwiring checks are carried out and recorded
 - External contractor - carry out all portable appliance testing yearly, records are available for inspection from the Premises Manager or the HSA
 - All staff / visitors' donated equipment is tested before use,
 - All defective items are removed or repaired; records are available for inspection from the HSA or Premises Manager's office.
- Staff report ALL defects to the P&C Manager using the in-house maintenance slips.

3.11 Fire Precautions and Emergency Plans

The following guidance has been utilised in the creation of these procedures 'The Management of Health and Safety at Work Regulations 1999' and 'The Regulatory Reform Fire Safety Order 2005.

- The HSO is responsible for undertaking and reviewing the fire risk assessment and emergency plans, including bomb threats/explosion/floods/intruders on site or in playground etc.
- Please refer to the school 'Emergency plan' for procedures for dealing with the worst foreseeable contingency. A copy of which is kept in the Business Manager's office.
- Arrangements for emergency evacuation drills, including staff with special responsibilities and frequencies of drills, assembly points, etc are within the 'staff handbook'
- The P&C Manager, supported by the H&SO is responsible for inspection and maintenance of fire exits/escape routes.
- The P&C Manager, supported by the H&SO is responsible for checking and updating the Fire Evacuation Notices.
- External contractors are responsible for regular inspections and maintenance of fire extinguishers/Hose reels etc.
- Fire awareness training is given by the Health and Safety Officer to support staff, cleaners, caretakers and Department technicians.
- The Head Teacher/Business Manager is responsible for calling the emergency services and co-ordinating the evacuation; they will be identified by staff and emergency services by their 'Hi-vis vest'.
- Appointed persons should make checks / take registers etc.
- Each appointed person has a deputy who deputises in their absence.
- The Premises and Contracts manager is responsible for the regular testing of the fire alarms quarterly and emergency lighting 6 monthly. Service records are kept in the C&PM's office. Records of weekly testing are kept in the Maintenance hut these are carried out by the caretakers.
- Diamond Fire carries out the quarterly and six monthly inspections and maintenance of the systems.
- The P&CM Liaises with other parties who may be affected, e.g. hirers, or whose help may be required, e.g. emergency services, etc.
- The Site/Business Manager organise/manage termly fire/emergency evacuation drills

3.12 First Aid and Medication

Further guidance can be found within:-

First aid at work. The Health and safety (First Aid) Regulations 1981

- We have six first aid kits in School:-
 - 3 are located in the Resources office behind the main reception
 - 1 is specifically for Resistant Materials and he is located in the workshop at the back of ET3.
 - 1 is the IT Services Manager (who is also a Mountain Recue First Aider) and he can be found in the ICT Officer behind the main finance office..
 - 1 is specially for Food Tech and can be found in the DT food prep room between WT1 and WT2.
- The staff in resources all hold Emergency First Aid at Work certificates as so the DT technicians and the IT Services Manager holds a Mountain Rescue First Aid Qualification.
- There are first aid kits in Resources, Main Kitchen, cleaner's cupboards, Premises and Contracts Manager office and each of the DT Classrooms.

- One of the resources first aiders (currently JCO) holds the responsibility for checking and restocking the first aid kits.
- One of the resources first aiders would summon an ambulance and accompany the staff or student to hospital. In the event she is not available the Business Manager will take on this role.
- As we have 6 qualified first aiders on site there is no need to cover in the event of one of them being absent. Training and retraining of first aiders takes place within the allotted time on their certificates. This is monitored by JCO in Resources and JCO in DT, RWH monitors his own.

Medication

- The students and staff all self medicate where possible.
- The main first aiders have all had EpiPen training.
- All medication is kept locked in the resources room where it is to be stored until needed.
- If any pupils / youths have special requirements, these are detailed on SIMS.
- All medication given is documented by one of the staff in Resources.
- Two members of staff should sign to say they have given dose.

3.13 Glass and Glazing Risk Assessment

This Risk Assessment was carried out by Property Services at WCC, prior to conversion to academy status and a copy is kept in the Premises and Contract Manager's office. This information is updated as work is carried out.

3.14 Health and Safety Advice

Ashlawn School uses the services of an inhouse Health and Safety Officer, H&S networks, Cleapss and HSE On-line services and updates.

3.15 Housekeeping, Cleaning and Waste Disposal

- Ashlawn schools has an in-house cleaning team to ensure premises are kept clean, to minimise accumulation of rubbish.
- Arrangements for wet floor cleaning to minimise risks of slip are managed through the 'Building cleaning Specification'
- The caretaking team are provided with PPE and sharps bucket for the safe disposal of glass and other sharp objects.
- The caretaking team are provided with mechanical and manual tools for snow clearance, dealing with icy conditions and clearing leaves off pathways under the instruction of the Contracts and Premises Manager.
- Kitchen external waste wheelie bins are secured to an outside wall away from the main building. All other site waste wheelie bins are kept in a secure compound on the East of the site away from the main buildings.
- Controlled waste such as fluorescent tubes and computers etc are sent to a collection point where an approved contractor collects for disposal. A consignment note is secured for each disposal.

3.16 Information Dissemination Procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

- New staff are all given a Health & Safety booklet containing all the relevant day to day H&S information needed during their induction.
- The last page of the booklet is a questionnaire that must be completed and returned to the Personnel Manager to ensure everyone has read and understood the information given to them. This is signed and dated.
- The Admin Manager holds the booklets and the Personnel Manager puts the completed and signed questionnaires on their personnel files.
- The information is also included in the staff handbook which is available to ALL staff via the shared area on the main server.

- The Personnel Manager updates the staff handbook via the various persons responsible for each page every year in September.
- If new H&S information needs to be disseminated to staff this would be done via an email to all staff via H&SO.
- The Business Manager brings up various health and safety items during the weekly staff briefing (supported by H&SO).

Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

- This is done via lessons and assemblies.

Visitors / Contractors

- A visitor/contractor badge is issued and their host is informed of their arrival the host must go to reception to collect their visitor and remain with them during the visit.
- All visitors/contractors must be informed of emergency procedures and are given a health and safety in schools leaflet.
 - All/any Safety/building/site related information can be acquired by request from the Premises and contracts Manager supported by the Health and Safety Officer.

Governors

- The Business Manager will ensure that governors are informed of any existing and new health and safety information via the Clerk to Governors, as and when it becomes available.

Trade Unions

- We currently do not have any union H&S representatives.

3.17 Jewellery

Refer to school policy inside the student planners on pupils wearing earrings and other jewellery, instructions to pupils, etc.

3.18 Kiln

Not applicable as the School has no kiln.

3.19 Lifting Equipment (including lifts and hoists)

Further guidance can be found within:-

The lifting operations and lifting equipment regulations 1998 (LOLER)

- There are two passenger lifts, one stair lift and a 'dumb waiter' in operation within the school.
- All the lifts are serviced and maintained through a WCC Property services approved contractor (currently Britannic lifts) 4 times per year.
- Department Heads or the Premises and Contracts Manager train staff to use the equipment.

3.20 Lone Working/ Personal Safety

- The School adopts to Warwickshire County Council Personal Safety Policy and Guidelines (Lone Working, Violence and Aggression, travel policy).
- Lone Working is limited to Caretakers, Site Manager & Business Manager.
- Awareness training is given to staff that are expected to work alone.
- Personal safety training is given to staff during induction.
- Safe working practices/rules for staff who work alone are outlined in the Risk Assessment.
- Contact arrangements are outlined in the Risk Assessment.
- Risk assessments have been carried out and shared with staff – retained in Risk assessments folder in the Health and Safety Manager's office.

3.21 Maintenance/Inspection of Equipment

The Premises and Contracts Manager is responsible for the management, monitoring and review of all maintenance/service/inspection schedules.(The following list is subject to change)

● Ladders and steps	Annually	Competent Contractor
● Fume cupboards	Annually	Competent Contractor
● LEV's	Annually	Competent Contractor
● Air conditioning/air handling units	Quarterly	Competent Contractor
● Other extraction fans	Bi-Annually	Competent Contractor
● PE equipment	Annually	Competent Contractor
● D&T machines	Annually	Competent Contractor
● Hoists and lifts	Quarterly	Competent Contractor
● Service and goods lifts	Bi-annually	Competent Contractor
● Fire alarm/call points	Bi-annually	Competent Contractor
● Smoke/heat detection	Bi-annually	Competent Contractor
● Emergency lighting	Bi-annually	Competent Contractor
● Fire extinguishers/hoses	Annually	Competent Contractor
● Automatic doors	Bi-annually	Competent Contractor
● Central heating systems	Annually	Competent Contractor
● Dishwashers	Bi-Annually	Competent Contractor
● Fixed electrical installations	5 Yearly	Competent Contractor
● Electrical kitchen inspection	Annually	Competent Contractor
● Kitchen grease/fat trap	Annually	Competent Contractor
● Gas detectors	Annually	Competent Contractor
● Domestic/kitchen gas appliances	Annually	Competent Contractor
● H&C water services testing	Quarterly	Competent Contractor
● Heating pressurisation sets	Annually	Competent Contractor
● HWS mixing valves	Annually	Competent Contractor
● Intruder alarm system	Annually	Competent Contractor
● JEL Energy controllers	Quarterly	Competent Contractor
● Kitchen equipment food preparation	Annually	Competent Contractor
● Oil & gas fired burners	Bi-annually	Competent Contractor
● Heating fan convectors	Annually	Competent Contractor
● Personal hoists	Bi-annually	Competent Contractor
● Pumps (Sewage/H2o Supply/circ)	Annually	Competent Contractor
● Portable Appliance testing	Annually	Competent Contractor

3.22 Manual and People Handling

- Caretakers, cleaners and some technicians with the School are given Manual Handling awareness training by the H&SO upon commencement of employment. They are also given reminder training if they have been seen handling a delivery or furniture incorrectly.
- A full sized Wheelchair was recently purchased for the First Aiders to use to transport first aid victims that do not require an ambulance to the resources department.
- The P&C carries out individual risk assessment where needed to identify precautions to minimise manual handling tasks.

3.23 Minibus

The School Minibus Guidelines are kept in a file in the Health and Safety Officer's office..

- We have a list of all staff who hold current WCC Minibus Driving Licences or MiDAS certifications.
- Drivers have to pass the MiDAS Test if they are transporting students - this is renewed every 4 years.
- Any driver transporting students must hold the WCC minibus test and not have more than 3 points on their licence. The need to hold a Cat D1 was removed when we down sized our minibus to a 15 seater with a smaller chassis.
- The emergency procedure, should the bus break down or be involved in an accident etc. is located on an A4 laminated sheet in the minibus. This gives details of emergency breakdown contacts.

- There is a Minor Injuries First aid kit, fire extinguishers and major incident first aid box located in the minibus. There are also Hi-Viz jackets, foil blankets and 2 torches.
- WCC send us regular reminders for various service/safety checks to be carried out on the minibus and these are always acted upon. All MOT and service work is carried out by Noden Truck Centre in Rugby.
- All drivers are expected to carry out and record visual checks before every journey.
- The Head Caretaker will ensure the minibus MOT, services/safety checks and insurance are all up to date. The pre-trip visual checks on the mini bus are carried out by the nominated drivers and the caretaking team carry out weekly checks on the minibus.
- The supervision of students is the responsibility of the nominated driver. There is a 'Transporting Children Safely' document in the minibus file in the Finance Office.

3.24 Monitoring Arrangements

A nominated contractor will carry out a full H&S Inspection every three years. In between these inspections the staff are encouraged to report all H&S concerns to the H&SO, who will address them in line with school guidelines and relevant legislation and regulations.

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents:

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- Reviews of any procedures carried out by the Headteacher / P&C Manager / BM.

To help this process, the governors and Headteacher will ensure that all reasonable inspection facilities and information are provided on request to inspectors of the health and safety executive (HSE), Trade Union health and safety representatives and any other bona fide health and safety officials.

3.25 Noise at Work

We realise that in order to comply with the '**Control of Noise at Work Regulations 2005**', we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen, the P&C Manager carries out periodic noise monitoring checks. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB, employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB, hearing protection will be supplied to employees working in these areas.

3.26 Offsite and Educational Visits

The offsite visit manual is held in the main reception and full details of what needs to be covered when planning a trip can be found in there.

- The school's Educational Visits Co-ordinator (EVC) is Mr Martin Drake and the School Visits Administrator is Mrs Sarah Lamb.
- Both these members of staff advise all staff what needs to be done before a trip can take place.

3.27 Outdoor Play Equipment

Not applicable at Ashlawn School

3.28 PE Equipment

- PE equipment is checked annually by Sportsafe Ltd.
- PE department staff carry out pre-use visual checks.
- The setting out of PE equipment is laid out in the PE Risk Assessment held by PE Department.
- The Association for Physical Education (afPE) guidance on safe use of the equipment is followed.

3.29 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The PPE will be selected by the employee and approved by the Business Manager or C&P Manager.

3.30 Pond

- Not applicable

3.31 Risk Assessments

- The need to undertake risk assessments for all activities which present significant foreseeable hazards.
- The HSA is responsible for ensuring risk assessments are undertaken.
- Arrangements for new and expectant mothers.
- The HSA is trained to carry out the risk assessments.
- The HSA is responsible for undertaking special risk assessments (such as new and expectant mothers or who have health problems) and reviewing them.
- All risk assessments are reviewed annually as a minimum, expectant mother, temporary disabled are reviewed when there are any changes.
- Risk assessments are kept on line in the school database and are available on request.
- During the review of Risk Assessment all staff are asked to read and sign the Risk assessment(s) relevant to their duties/tasks.
- Every off-site visit should be risk assessed.

3.32 Security

Guidance is sought from the WES Security Policy, Risk management inspections and information.

- Risk assessments applicable to site security are kept in the Site Managers office and are available on request
- A security company is employed to carry out alarm response, key holding and site patrols out of normal school hours.
- There is a 'live in caretaker' on site at Ashlawn.
- There is an internal/external camera system with recording abilities.
- Both sites are protected with intruder systems linked to an alarm receiving centre.

3.33 Smoking

From 1st July 2007, all public places and workplaces became smoke-free in England, with the exception of a limited number of exemptions under the Smoke-free (Premises and Enforcement) Regulations 2006.

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.34 Sports Pitches / Playing Fields

- A grounds maintenance company is employed to maintain the sports field, pitches, landing pits and track
- P.E. staff are responsible under a 'duty of care' to carry out daily visual inspections of the area they are about to use.
- P.E staff report to reception any foreign objects, bottles, cans, faeces etc found during their visual inspection. A caretaker will be dispatched to remove the item and make safe.

3.35 Stress and Staff Wellbeing

Please refer to the Ashlawn Stress Policy which is held on line in the school database.

- Anyone experiencing problems should refer to either Nicola Foster, or the Health and Safety Advisor, the Business Manager or the Headteacher.
- Management will listen to the staff and supply help and support where necessary in the form of:-
 - a confidential helpline that staff can ring.
 - Individual stress risk assessments to be carried out by referral to the Occupation Health Service.
- Expectant mothers are encouraged to report as soon as possible so that the H&SO can carry out an expectant mother Risk Assessment and arrangements can be made to cover staff who need to attend medical/antenatal appointments.
- The general staff facilities available at Ashlawn School are:-
 - staff room, rest rooms, kitchenettes, staff work rooms with computers, staff use of the library and quiet working area.

3.36 Training and Development related to Health and Safety

- The head of each department is responsible for establishing minimum health and safety competencies for certain activities, e.g. use of hazardous substances, work at height, use of DSE within their departments.
- The personnel manager and departmental manager are responsible for new staff inductions and briefings.
- The Headteacher is responsible for establishing minimum health and safety competencies for certain roles (e.g. Premises and Contract Manager, Head of Department, Business Manager etc.)
- A record of all staff training is held on a spreadsheet with the DH in charge or Teaching and Learning.

3.37 Vehicles Onsite/Car Park Arrangements

- Vehicles parked on site are left at their own risk, the establishment holds no responsibility for loss or damage to staff or public vehicles whilst parked on this site.
- Vehicle movement is restricted at certain times of the day, this is between 8.30am and 9am and 3.30pm and 4pm.
- There are curbs or barriers which separate vehicles from pedestrian areas.
- Large reversing vehicles should sound an audible alarm to warn the vehicle is reversing.
- Deliveries are encouraged to fall either before 8.30am, in between 9am and 3.15pm and after 4pm when the car park is quieter.

3.38 Violence and Aggression towards Staff

The WCC guides for Managing Violence and Aggression policy can be found in the H&S file in the H&SO's office and also in the main policy file in the main office.

- Some LDD department staff may be subject to a higher chance of physical violence depending on the special need of the student they are supervising.
- Where LDD staff have to supervise a child who has known physical violence issues these staff will have additional training provided for them.
- There is a requirement for all staff to report all incidents of verbal and physical violence to a Deputy Head.

3.39 Water Hygiene

The School Legionnaires and Water Hygiene Policy is kept in the H&SO's office.

- The water hygiene log book is kept in the H&SO's office.

- Site arrangements – Most urinals have automatic flushing systems in place.
- Maintenance arrangements for air conditioning units, humidifiers (see servicing section above).
- The drinking water machines are emptied and flushed through once a week by the caretakers and a maintenance schedule is carried out on a half termly basis in conjunction with the manufacturers guidelines. They are also serviced annually by the supplier.

3.40 Work Experience Students/GTPs/PGCE Students

- April Gold (AH) will carry out their induction, and will monitor and arrange their supervision whilst they are on site. AGO will also mentor them where necessary or allocate a mentor in the form of a HOD where more appropriate.

3.41 Working at Height (The Work at Height Regulations 2005)

- Step ladders, triple sets and small platform are kept in the tower, boiler house and maintenance hut.
- Competent Contractor carry out the annual inspections and record them.
- Caretakers will carry out pre-use checks and record them.
- The H&SO will carry out risk assessments & will ensure staff are aware of the risk assessments.
- Staff are only to use ladders as a temporary measure for short term tasks.
- Caretaking staff can only use ladders if they are footed or secured. The scaffolding tower for working about 3m will only be used by PASMA trained site staff.
- Caretaking staff using the equipment will be wearing appropriate clothing / footwear.
- Ladders are always to be removed after a task to deny access to pupils.
- Cleaners and Caretakers have had kick step and step ladder (3 step) training.
- Contractors must supply their own access equipment and not use equipment from Ashlawn School.

This policy is to be read in conjunction with the Safeguarding Policy