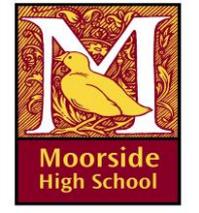


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Moorside High School

Health & Safety Policy

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Date Reviewed:May 2019.....
Date of Next Review:May 2020.....
Reviewed by:Health & Safety Committee

May 2019

Moorside High School

Health and Safety Policy

Health and Safety Policy Statement

Moorside High School

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this schools Governing Body will ensure so far as is reasonably practicable that:
 - all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

[Insert signature]

[Insert signature]

Mr D Goldstraw, Chair of Governors

Mr S. Clarke Headteacher

May 2019

May 2019

Part 2

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team School Governors Deputy/Assistant Headteacher Health and Safety Coordinator Heads of Dept Managers Premises Manager	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)

- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.

- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;

9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

PART 3

Arrangements & Procedures for Health, Safety and Welfare

Moorside High School

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

1. Accident Reporting, Recording & Investigation

In the event of any accident on the school premises this is recorded on line and sent to My H&S at County. First aiders will administer First Aid and decide whether hospitalisation is required. Letters explaining the nature of the accident are sent home to parents of the injured child on the day of the accident. The completed accident forms are sent to the LEA. Office staff alert the Health and Safety Co-ordinator to accidents where a post accident investigation would be appropriate.

All other, non-first aid accidents and near misses should be entered in the incident book in Reception by the person involved. The Office keeps a spread sheet based on the accident forms received. In the case of head injuries, a letter is issued to Parents and a phone call is made home.

2. Asbestos

Mr I Hassall (Facilities Manager) has a copy of the asbestos survey. Site Contractors and other visitors are informed of the location of this survey on arrival in school by the Office staff. I Hassall will inform site contractors of where there is asbestos in the school. The Health & Safety Co-ordinator will inform staff of the location of asbestos and advise staff about not fixing anything to the wall in these areas.

3. Contractors

In the case of major work on site, contractors are selected, inducted and managed by the LEA's Property and Estates Division. Jason Kingston (Property and Estates) is responsible for ensuring that contractors comply with all health and safety arrangements, risk assessments, etc. All concerns should be notified directly to him. Where other contractors are employed, the site supervisor is responsible for compliance with health and safety arrangements and any concerns should be notified directly to him.

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

All departments should carry out a Hazards survey in September of each year, organised by the Health & Safety Officer. On identification of hazards, risk assessments are then done for machines or apparatus that pose a threat to safety to pupils and staff. Practical subjects must have risk assessments built in to their schemes of work.

In practical subjects every lesson plan must include a risk assessment and what has been done to reduce the risk. Reference documents eg, Safety in PE, must

be available for staff to view. Departments can seek advice about H&S issues by talking to CLEAPPS. All risk assessments carried out in September are kept in the Risk Assessment file in the main office.

All School Trips must have a thorough Risk Assessment. This is addressed through the Visits and Trips Procedures booklet Part D. There is a green visits and trips booklet for day trips and a red visits and trips booklet for residential or high risk trips.

5. **Drugs & Medications**

The school's policy is not to administer medicines except in very exceptional circumstances, and only after discussion with parents and training for relevant staff. Pupil's spare asthma inhalers are kept in reception (pupils also carry one with them) and a record must be kept in the medicines book of any inhaler administered to a registered asthma sufferer. Any other medicines administered must also be recorded in the medicines book kept in the main reception.

Pupil's spare Epipen/antihistamine medication and diabetes medication are also kept in reception. All staff have been trained to administer Epipens.

6. **Electrical Equipment [fixed & portable]**

All electrical portable appliances are tested annually by Mrs P Harper (Lab Technician) and Mrs Steele (Lab Technician). For each appliance tested a sticky label indicating the pass date and the date of the next test due is stuck to the appliance been tested. A complete listing of appliances tested, passes and fails, along with certificates are kept in the Tests file kept in the Lab Technicians office by P Harper. Fixed installation testing is also carried out by an external agency every five years (next due in 2020).

7. **Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

IH carries out a Fire Risk Assessment every year. The Fire alarms are tested every week by IH and his team and the record of testing is kept in the Test File held in the Site Supervisors office. A fire drill is carried out every term and SCI writes a brief report for each drill. Fire procedures (and bomb warnings procedures) are displayed in every room. These notices also indicate the nearest exit and the meeting point. Staff are not advised to tackle any fire but concentrate on evacuating the building. In the event of a fire the Office telephone the Fire Service. Fire extinguishers are checked annually by Beechwood Fire Protection and emergency lighting is checked every half term by I Hassall and every six months by Trinity Alarms.

8. **First Aid**

The following staff have First Aid training – Pat Harper, Lisa Johnson, Beverly Higgins, Jenette Kinder, Janet Steele and Amanda Harrison .

We have a defibrillator on site located in Reception. A number of staff have been trained.

First Aid boxes are located in the Reception, Science, DT, IT, Caretakers Office and Inclusion office.

The First Aiders are responsible for checking and restocking the boxes. Everyday there is a nominated First Aider who will attend to all First Aid incidents on that day. They are also responsible for completing all accident reports and sending them off to County.

9. Glass & Glazing

All glass is either safety glass or has safety filming.

10. Hazardous Substances

Hazardous chemicals are kept under lock and key and away from pupils. The site manager and the cleaners have stock lists of chemicals they have on site as do the Science department. Hazardous chemicals are stored according to all health and safety regulations. Radioactive materials are also held in school but are also kept in suitable storage units. The Radiological Protection Supervisor is Mr S Clarke and he ensures the local rules for the use of ionising radiation are being obeyed. The disposal of chemicals is through an outside agency ie Analytical supplies. A COSH register is kept in the main office.

11. Health and Safety Advice

Health and Safety advice is obtained from County Safety Officers 01785 276846 or sites and safety eg, Steve Brown : 01782 538758, 0773 791559 or CLEAPPS 01895 241496.

12. Housekeeping, cleaning & waste disposal

Internal site cleaning is the responsibility of on site Moorside staff who provide appropriate training to staff to comply with Health and Safety requirements. The Facilities Manager is responsible for snow shifting and for the security and location of external waste bins and operates on advice from Steve Brown (LEA).

13. Handling & Lifting

I Hassall and his team have had manual handling training. Staff are advised NOT to lift heavy items but ask for site supervisors to lift things for them. A risk assessment is done before any major lifting is done. Site Technicians have had internal training.

14. Jewellery [This should be repeated in school prospectus]

No jewellery should be worn in school and the school takes no responsibility for the security of such items. Where pupils have pierced ears, a simple stud may be worn in each ear.

15. Lettings/shared use of premises

Night school organisers and others who make commercial use of the premises are responsible for their own Health & Safety arrangements including the restrictions on the use of equipment, ensuring adequate staffing requirements, providing first aid kits and making necessary fire and emergency arrangements.

Where the school premises are used for a school function, the Health & Safety Officer has responsibility for compliance with health & Safety requirements. The school's Finance Officer is responsible for compliance with public entertainment license requirements.

16. Lone Working

Staff who are going to work alone in school out of hours, or in restricted areas must report to the office and sign out and sign in. Staff who are working alone at night must have access to a mobile phone in cases of emergency and to let other staff know where they are working ie, operate a buddy system. If anyone is working alone after the official closing time of 6.00 pm they should follow the lone working policy. No lone working without prior arrangement with SMT.

17. Maintenance / Inspection of Equipment

All maintenance issues are entered into the Maintenance book by all staff. The maintenance book is reviewed on a weekly basis by the Site Supervisor and priorities are set. Issues of concern are addressed in Health & Safety Committee meetings.

18. Monitoring the Policy

The Health & Safety Co-ordinator is responsible for updating the Health & Safety Policy. The H&S Co-ordinator is also responsible for carrying out the bi-annual checklists. The issues arising from the checklist are addressed through the Health & Safety Committee or through liaison with SCI and the Facilities Manager. The Health & Safety committee reports to the Governors' Resources Committee annually.

19. Personal Protective Equipment (PPE)

Staff should seek advice from the Health & Safety Officer about PPE and this will be provided free of charge where risk assessment deems it necessary.

Poster on Health and Safety Law

This is displayed in reception and is replaced when re-issued by H&S Executive.

20. Reporting Defects

It is the responsibility of all staff in the school to report any Health and Safety issues which includes reporting defects on the school premises. The defects should be reported in the Repairs and Maintenance file found in the school office.

21. Risk Assessments

All departments carry out a Hazards survey in September of each year. On identification of hazards, risk assessments are then done for machines or apparatus that pose a threat to safety to pupils and staff. Practical subjects must have risk assessments building to their schemes of work. In practical subjects every lesson plan must include a risk assessment and what has been done to reduce the risk. Reference documents eg Safety in PE must be available for

staff to view. It is the responsibility of the H&S Co-ordinator to carry out risk assessments for individual staff eg staff who are pregnant or suffer with asthma.

22. School Trips/ Off-Site Activities

All issues regarding school trips are covered by **the Evolve system**. This must be completed by the leader of the party at least two weeks before the trip is scheduled to occur along **with a terrorism risk assessment**. For residential trips, approval needs to be sought from the County Trips Advisor six weeks prior to the trip going ahead. Staff who transport pupils in their own cars for any reason should ensure that they have appropriate insurance cover. Evidence of insurance is required prior to travel.

23. School Transport

Minibus

Minibus only to be driven by Authorised drivers who have under taken a medical and driving test set by Staffordshire County Council.

Routine safety check carried out prior to each journey.

Log kept of destinations, dates, and number of passengers.

Young children to travel under supervision from their own school.

24. Smoking

This is a NONE SMOKING site.

25. Staff Consultation

The Health & Safety Committee meet once a term to discuss H&S issues. However, all HODs must include Health & Safety as an agenda item in their department meetings. SCI will then note any issues arising from the minutes of these meetings and discusses them with the H&S Committee or deal with them depending on their urgency.

26. Staff Health & Safety Training and Development

All Staffordshire LEA Health and Safety training is advertised on the Intranet. The H&S Co-ordinator will look at training on behalf of the Caretaking staff. The Site Manager must attend a Caretaker update meeting every year. The CLEAPPS bulletin also comes into school. Staff are informed of any key issues. Staff are provided with a Health & Safety reminder at the beginning of the year and issues that arise during the year are highlighted on the weekly bulletin that goes to staff. New teachers at the school are given an induction which includes Health & Safety training.

27. Staff Well-being / Stress

The school follows LEA guidelines in relation to staff wellbeing and stress. Any member of staff absent for more than 15 days will be referred to the County

Medical Officer for assessment.

28. Supervision [including out of school learning activity/study support]

Staff must give the highest priority to promptness to lessons and to their scheduled duties. No class should be left unsupervised by the member of staff responsible. In the event of an emergency, the member of staff should stay with the class and send a pupil to the office to summon assistance. On school trips, the normal ratio for supervision is one member of staff to 20 pupils. One to ten if trip is abroad and a Senior Member of staff present on a foreign trip. All staff working directly with pupils must have criminal conviction clearance.

29. Swimming Pool Operating Procedures

[None applicable]

30. Training & Development & Use of VDU's / Display Screens

All new staff are given induction training by their respective Head of Departments, establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, work at height, use of VDU's) and certain roles (e.g. premises manager, safety co-ordinator, head of department, site supervisor etc)]

All office staff and ICT teachers carry out Display Screen Equipment – workstation assessment. Following this assessment then staff who are deemed to be USERS are allowed to have a free eye test. If the member of staff requires glasses solely for the use of computers then the County will make a contribution to the cost of these glasses.

31. Vehicles on Site

Staff parking on site must use the designated areas for staff car parking. The gates nearest to Cellarhead crossroads are open between 7.00 am and 9.15 am and 3.00 pm and 6.00 pm to allow parents access to the site. Parents should park on the designated car parking area close to these gates. All other vehicles coming onto the site must report to the main gate and be viewed on security cameras before being given access by office staff. There is disabled parking in front of the main reception area. Deliveries take place either at the rear of the Science car park [by arrangement with the site supervisor], or at the front access to reception. Buses should park in the designated bus bay area and pupils should remain on the pavement and not move towards the buses until given permission by a member of staff on duty.

32. Violence to Staff / School Security

The site is monitored by CCTV cameras to ensure site security. All visitors must report to reception, sign in and be identified with a visitors badge. External doors will normally be kept shut All external doors except fire doors have a key pad entry system. Office staff who may be at greater risk [because the first point of contact for visitors] have additional in house training and all staff are required to report any incident of verbal or physical violence immediately to the Headteacher or the Health & Safety Officer. Such incidents will be reported to the Police and

the school will seek prosecution where appropriate.

33. Working at Height

Only contractors under appropriate supervision should work at height in the school. Where steps or ladders are used by site technicians, appropriate Health and Safety precautions should be taken. Regular ladder checks are undertaken by the site supervisor and recorded in the appropriate record book.

34. Work Experience

Before the Work Experience placement takes place, pupils are prepared whereby they complete a preparation booklet in form time and have a talk, so that they understand Health and Safety issues. Reference is made to the 1974 Health and Safety at Work Act and to personal hygiene and safety. In placing pupils, consideration is given to issues such as asthma, diabetes or colour blindness. Placements must conform to the requirements of the 1974 Health and Safety at Work Act. Visits and checks are made to the business before any placement takes place. Once the pupil takes up the Work Placement, the responsibility for a pupil's safety when in the workplace is taken on by the employer. Employees must have Employer Liability Insurance. During the placement, the pupil is visited at least once by a member of school staff. The suitability of different work placements is reviewed regularly. The Work Experience Co-ordinator attends regular updates about Health and Safety.

35. Water Hygiene

Water Hygiene checks are carried out as required by the premises Water Hygiene Manual, Mr. I. Hassall, Facilities Manager is responsible for recording and updating the manual, which is kept in his office. Any irregularities are reported to Mr S Clarke and Premises Manager.

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

After the recent Health & Safety Audit the school has been identified as operating at level 4. The school is working towards, and hopes to achieve level 5 when reassessed.

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.