

Waseley Hills High School

HEALTH & SAFETY POLICY & PROCEDURES

Responsibility: Business Manager

Author: Business Manager

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The contents of this policy are reviewed and monitored on a regular basis by Senior Leaders, Heads of Subject and staff with responsibility to that area.
Direct responsibilities are written into job descriptions.

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2017



Waseley Hills
High School

Waseley Hills High School

(A Company Limited by Guarantee)

Statutory Policy Document

HEALTH & SAFETY POLICY & PROCEDURES

Sponsor: Chair – Finance & Buildings

November 2017

Policy Review: Annually

**Company Registration Number:
08160225 (England and Wales)**

HEALTH AND SAFETY POLICY

Statement of Intent

NB: Waseley Hills High School converted to Academy Status on 01/09/12.

The Academy recognises that it has a legal obligation under the Health and Safety at Work Act (1974) to ensure that all practicable steps are taken to secure the health and safety of all persons using the Academy.

This statement deals with those aspects over which the Governing Body has control and covers safety associated with building structure, plant, fixed equipment and services for which other companies also have responsibility. It describes how these responsibilities are discharged in respect of employees, pupils, contractors, visitors and other users of the premises.

The Academy is committed, as far as is reasonably practical, to providing and maintaining:

- An environment which is safe and without risk to health
- Safe working procedures amongst staff and students
- Health and safety arrangements for the handling, storage and transport of articles and substances
- Information, instruction, training and supervision to enable all staff and students to avoid hazards and contribute positively to their own health and safety
- An effective system of reporting and recording accidents, dangerous occurrences and potential hazards to health and safety.
- A clear set of guidelines for evacuation procedures

This document provides the policy framework through which effective management of all aspects of Health and Safety can be achieved.

It covers:

- Scope
- Responsibilities

1. Scope of the policy

- 1.1 This policy applies to all aspects of Health and Safety for all staff, students and visitors who use the Academy premises.
- 1.2 This policy applies to the buildings, grounds and property of the Academy.

2. Responsibilities

- 2.1 The Academy recognises the responsibility that it has to ensure that all teaching and support staff are made fully aware of relevant Health and Safety issues, regulations, practices and Academy procedures for both curricular and non-curricular areas of activity (e.g. fire safety, visits, etc.).
- 2.2 The Academy will ensure that a suitable management structure is created to make sure that arrangements for Health and Safety are monitored and a regular report is submitted to the Governing Body so that an effective response can be made to issues and incidents, enabling high standards of safety to be achieved, maintained and improved.

- 2.3 The Academy will ensure that training needs are identified and appropriate training is offered to staff and governors.
- 2.4 The Academy will ensure that a Health and Safety Committee to the Governing Body is established onto which employees representatives are co-opted.
- 2.5 The Academy will ensure that an information booklet is issued to all staff each year.

HEALTH AND SAFETY POLICY

PROCEDURES

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Section 2 Access to Health and Safety information

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
<p>HSE website Health and Safety guidance notes</p> <p>Available to all staff / Safety representatives</p>	<p>Business Manager</p>
<p>Health and Safety booklet</p> <p>Reviewed annually at first Health and Safety meeting of the academic year</p>	<p>Business Manager</p>
<p>Fire Notices are displayed in every classroom and office</p>	<p>Business Manager</p>

Section 3 Health and Safety Communication

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
Be the focal point for day-to-day reference on safety and give advice or indicate sources of advice	Business Manager
Co-ordinate the implementation of safety procedures	Business Manager
Chair the Health and Safety Committee (meet once per term) Health and Safety committee comprises: H&S Governor Business Manager Teaching staff representative Support staff representative	Business Manager
Liaise with Headteacher on statutory issues	Union Health and Safety Representative
All staff members are issued with Health and Safety guidelines at the start of every academic year. Staff joining the Academy part way through the year to be issued with H&S guidelines at start of employment as part of their Induction pack.	Leader of CPD / Business Manager Leader of CPD / Business Manager

Section 4 Reporting Health and Safety Issues (Hazards / Risks)

<u>Action / Information</u>	<u>Person Responsible</u> (Name of role)
<p>On an ad-hoc daily basis</p> <p>Report Health and Safety issues to the Business Manager, Site Team or member of SLT</p>	<p>All staff</p>
<p>Routine Safety Inspection of the Academy (at least once per year)</p> <p>Undertaken by Governor in charge of Health and Safety, Site Manager and Business Manager</p> <p>Action list generated, monitored and reviewed</p>	<p>H&S Governor Site Manager Business Manager</p> <p>Site Manager</p>
<p>Raising of safety issues at termly Health and Safety committee meetings</p> <p>Report to Chair of Health and Safety Committee (Business Manager)</p>	<p>Health and Safety representatives</p>
<p>Reporting to the Governing Body</p> <p>Make recommendations to the Governing Body for additions to or improvements to plant, tool, equipment, machinery, etc. which are dangerous or potentially so.</p> <p>Report on Health and Safety matters</p>	<p>Business Manager</p> <p>Business Manager</p>

Section 5 Responding to report of hazard / risk

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
Take appropriate action immediately when any hazard is reported and stop the use of any plant, tools, equipment, machinery, etc. which is considered to be unsafe	Business Manager Site Manager Health & Safety representative
<p>Written risk assessments (hazard identification)</p> <p>Specific to teaching activity (e.g. science practical, CDT lesson)</p> <p>Specific to AEN / Learning Support requirements</p> <p>All other risk assessments</p>	<p>Head of Faculty / Department</p> <p>SENCo and Leader of Learning Support</p> <p>Site Manager</p>
<p>Health and Safety Improvements</p> <p>Draw up costings</p>	Business Manager
<p>Temporary rules</p> <p>Ensure any temporary rules are made known to staff / students (via posters) e.g. exclusion from part of Academy due to broken glass / damage to property</p>	Site Manager
<p>Complaints</p> <p>To investigate complaints by any employee relating to that employee’s health and safety at work</p>	Health and Safety Representative
<p>Representation</p> <p>To represent the employees in consultation at the workplace with Inspectors of the HSE and any other enforcing authority</p>	Health and Safety Representative
<p>Faulty equipment / damage to building</p> <p>e.g. broken windows, broken covers on electrical switches or sockets, faulty gas fittings Must be isolated and kept out of reach (Use of barriers / temporary covers may be required)</p>	Site Manager

Section 6 Health and Safety training

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
<p>Staff training needs (including the means to meet them)</p> <p>Identified via</p> <ul style="list-style-type: none"> - direct requests for training - performance management targets - following a specific incident 	<p>Leader of CPD</p> <p>Business Manager</p> <p>Site Manager</p>

Section 7 Whole Academy Evacuation

Please refer to Academy's Critical Incident Policy

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
<p>Take role of Emergency Officer in event of evacuation of the building</p>	<p>Headteacher</p>

Section 8 Accidents / Illnesses

In the event of illness or accident: if anyone should become ill or suffer injury as a result of an accident the procedures below should be followed.

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
<p>Administer First Aid <i>(but only as far as knowledge and skill admit)</i> The patient should be given all possible reassurances and if absolutely necessary, removed from danger.</p> <p>First Aid Boxes</p> <ul style="list-style-type: none"> - are provided at suitable points. Each box contains only first aid requisites and a list of contents. - are to be checked thoroughly, at least once, each half term 	<p>All staff</p> <p>Attendance & Pastoral Officer</p> <p>Attendance & Pastoral Officer</p>
<p>First Aid Room is located next to the Student Support Centre If the patient cannot be moved, a first Aider must be summoned to the location of the patient.</p>	<p>All staff</p>
<p>First Aiders</p> <p>The Academy encourages as many staff as possible to undertake some form of first aid training. There are qualified First Aiders at Work (FAW) with 3 days training and Emergency First Aiders at Work (EFAW) with 1 day training.</p>	<p>Attendance & Pastoral Officer</p>
<p>Accident forms (for staff and students)</p> <p>Available from the main reception desk. To be completed promptly and with as much detail as possible (reception staff to ask member of staff who reported accident to complete accident form and see the Headteacher)</p> <p>Forms to be signed off by Headteacher</p> <p>Review of previous accidents / incidents Identify further action / improvements</p>	<p>Reception staff</p> <p>Headteacher</p> <p>Health and Safety Representative</p>

Section 9 Supervision of students

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
<p>Break time / End of Day duties</p> <p>Legal responsibility to undertake these duties</p> <p>Preparation / distribution of cover duty rota</p> <p>In the event of teacher absence, a cover duty rota person should be deployed</p>	<p>Teaching staff</p> <p>Cover Manager</p> <p>Cover Manager</p>
<p>Lunchtime duty</p> <p>Lunchtime supervision</p>	<p>Leadership Team</p>

Section 10 Educational Trips and Visits

Please refer to Academy’s Critical Incident and Educational Visits Policies

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
<p>The Academy’s Educational Visits Co-ordinator (EVC) is responsible for applying Health and Safety controls to Educational Trips and Visits</p>	<p>Educational Visits Coordinator</p>
<p>The Academy adopts the guidance issued through the DfE document “H&S DfE Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies” and HSE document “School Trips and Outdoor Learning Activities: Tackling the Health & Safety Myths”. A copy of this guide is held in the office of the EVC.</p>	<p>Educational Visits Coordinator</p>

Section 11 Adult Education and General Lettings

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
General Lettings personnel are required to observe the safety rules of the Academy and sign the booking form which contains the rules and regulations on the reverse of the form	Lettees

Section 12 Visitors

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
Visitors are required to observe the safety rules of the Academy	Member of staff

Section 13 Contractors

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
Contractors are required to observe the safety rules of the Academy and must report to the main Academy reception and sign in the visitors book	Site Manager
Where necessary contractors are required to provide their own written method statement / risk assessments for potentially hazardous activities	Site Manager
Co-ordination of contractors' activities	Site Manager

Section 14 Health and Safety – Maintenance of Equipment

<u>Action / Information</u>	<u>Person Responsible</u> <u>(Name of role)</u>
Ensure that the Academy's equipment is maintained and inspected at regular intervals	Heads of Faculty / Department
Fire alarm is to be tested weekly (every Friday at 4.00pm) and log kept	Site Manager
Fire Extinguishers and related appliances are in place and in working order	Site Manager

Section 15 Radiation Protection in Academy Science

<u>Action / Information</u>	<u>Person Responsible</u> <u>(Name of role)</u>
The Ionising Radiation Regulations 1999 require an employee to ensure that radioactive substances are accounted for, stored properly, handled safely and monitored regularly.	Head of Science
Radiation Protection Advisor (RPA) is to be appointed to give advice to ensure the above is carried out satisfactorily.	Head of Science
Academy subscribes to CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) RPA advisory service via the LEA.	Head of Science
The LEA has appointed a Radiation Protection Officer (RPO) who receives training by CLEAPSS, to offer advice to the Academy on procedures and risk assessments. THE RPO will visit the Academy once a year to check that the advice has been acted upon and the Academy's risk assessments and procedures satisfy the regulations.	Head of Science

Section 16 Portable Appliance Testing

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
All staff to be made aware of the PAT testing policy and procedures and to the information within the H&S booklet.	Business Manager

Section 17 Asbestos

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
The asbestos register is kept in the school reception Contractors to be notified of Asbestos register prior to any premises works being undertaken.	Site Manager

Section 18 COSHH (Control of Substances Hazardous to Health)

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
Each faculty or department that stores and handles hazardous substances completes COSHH risk assessment forms	Heads of Faculty / Department
The Academy employs cleaners who are responsible for the control and handling of their own hazardous substances.	Cleaning Supervisor / Site Manager

Section 19 Academy Grounds

<u>Action / Information</u>	<u>Person Responsible</u> <u>(Name of role)</u>
<p>Grounds Maintenance contract</p> <p>Monitor / review / meet with Contract Manager / Groundsman</p>	<p>Business Manager</p>
<p>Monitoring condition of grounds</p> <p>Outdoor furniture e.g. picnic benches</p> <p>Surfaces / edges e.g. tarmac, pathways, grass edges</p> <p>Fences, gates, boundaries</p> <p>Poisonous / thorny plants – location & risk</p> <p>Ponds – location & risk</p> <p>Trees – condition / frequency of checks</p> <p>Litter control / location of bins</p>	<p>Site Manager</p>
<p>Storage</p> <p>Chemical storage – ensure safety and security of external compound</p> <p>Tools / machinery / vehicles – security of garages</p>	<p>Site Manager</p>
<p>Authorised use of grounds outside of Academy hours</p> <p>- lettings</p>	<p>Site Manager</p>

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
<p>Internet & Email usage / E-safety & Child Protection</p> <p>Code of Practice for use of computers by staff</p> <p>Internet Academy Guidelines for students – information sent to parents</p> <p>Filtering systems in place (via SWGfL) / Firewall / Virus protection</p>	<p>ICT Manager</p> <p>ICT Manager</p> <p>ICT Manager</p>
<p>Disclosure Procedures</p> <p>Data Protection– monitor / review (re-registers every 3 years)</p> <p>Comply with Data Protection Act (1998)</p> <p>Comply with Freedom of Information Act (2000)</p> <p>Comply with Copyright, Designs and Patents Act (1998)</p> <p>Software passwords (changed on a regular basis)</p>	<p>Business Manager</p> <p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>ICT Manager</p>
<p>Projectors / Interactive whiteboards</p> <p>Follow HSE advice</p> <p>Guidelines for safe use to be published in all classrooms with projectors / interactive whiteboards</p> <p>- avoid staring into light beam, minimise time spent facing beam, supervise students, ceiling (rather than table) mounted projectors</p>	<p>ICT Manager</p>

Section 21 Water safety / Legionellosis

<u>Action / Information</u>	<u>Person Responsible</u> <u>(Name of role)</u>
<p>Legal compliance</p> <p>Comply with H&S at Work Act (1974)</p> <p>Comply with Health, Safety and Welfare (Workplaces) Regulations (1992)</p> <p>Comply with COSHH framework regarding biological agents</p> <p>Comply with Approved Code of Practice on Legionnaires Disease – The Control of Legionella Bacteria in Water Systems ACoP L8 (approved by H&S Commission)</p>	<p>Business Manager</p>
<p>Annual water checks – maintaining good water hygiene</p> <p>Legionella risk assessments (including Chlorination tests) – required once every 2 years</p>	<p>Business Manager</p>
<p>Drinking water / plumbing system</p> <p>Provision of safe mains drinking water for all stakeholders</p> <p>All drinking water supplies to be clearly labelled.</p>	<p>Site Manager</p> <p>Site Manager</p>

Section 22 Display Screen Equipment (DSE)

<u>Action / Information</u>	<u>Person Responsible (Name of role)</u>
<p>Legal compliance</p> <p>Comply with H&S at Work Act (1974)</p> <p>Comply with Health and Safety (Display Screen Equipment) Regulations (1992)</p>	<p>Business Manager</p>
<p>Work station / work environment checks</p> <p>Ensure all staff have received adequate information / instruction for the safe use of computers</p> <p>Ensure all staff who are deemed 'users' complete the HSE VDU (Visual Display Unit) Risk Assessment checklist form</p> <p>Remedial action - ensure that appropriate action is taken</p>	<p>Business Manager</p> <p>Business Manager</p> <p>Business Manager</p>