

CHESLYN HAY SPORT AND COMMUNITY HIGH SCHOOL

GOVERNORS' POLICY

Health, Safety and Welfare Statement

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.

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.

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.

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.

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.

This policy statement and the accompanying organisational arrangements supersede any previously issued.

K Sharratt

N Crookshank

[Insert Name], Chair of Governors

[Insert Name], Headteacher

01.09.2016

01.09.2015

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 School	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.

The school governing body has health and safety responsibility as the **occupier** of the premises.

The Headteacher will 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.

In this school, the Policy-makers, Planners, Implementers, Assisters and Employees are:

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Manager					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Premises staff					
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					
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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 will also identify other indicators they wish to monitor.*
 - *The H&S Committee are 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 Health and Safety Coordinator Health and Safety Committee Heads of Dept inc. HOY Other 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

Health and Safety Committee

The school has established a Health and Safety Committee which will meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. The committee inform SLT and the GB on H & S matters which are integrated into the strategic planning meetings of the school. A termly report to the Governing Body outlining achievements against the H&S plan and annual KPI's is produced which identifies and suggests health and safety targets and priorities for the forthcoming year.

All staff involved in planning 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)
 - form a H & S committee
- 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.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>H & S Co-ordinator (also planner)</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 Staff</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 within their own area of responsibility 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 that 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 H & S committee in the first instance and then 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.

Note: Some of these responsibilities will be delegated to members of the Health and Safety committee in accordance to the school tasks overview (appendix 1)

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

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

We have adopted the County Council Accident Policy which is available to all staff on SLN and from the Director of Business and Finance Peter Grew. All staff are instructed to report and record all accidents or near misses to the school office. The Director of Business and Finance Peter Grew oversees the completion of relevant paperwork, reports to the LA / external agencies as required and undertakes any investigations. In his absence these responsibilities are carried out by the Senior Site Supervisor Steve Langley or ICT Development Manager Kris Jobson. Accident books are maintained for students and staff in reception and for accidents during PE lessons in the PE office. All accidents are reported to Governors on a half yearly basis. This policy and associated procedures are communicated to staff via the school network, staff handbook and staff bulletin.

2. Asbestos

We have adopted the LA Asbestos Policy which is available to all staff and contractors on SLN and from the Director of Business and Finance Peter Grew. The Senior Site Supervisor Steve Langley is responsible for the Asbestos Record System Manual which is kept in the site office. It is made available to all contractors and staff who plan to undertake any intrusive works e.g. drilling, fixing shelves etc. They are instructed not to carry out such work without first referring to and signing (where applicable) the manual. In the event of damage to asbestos or suspected asbestos, the area is cleared and cordoned off and assistance from LA requested. Details of the LA contact are kept in the site office. This policy and associated procedures are communicated to staff and contractors via the Senior Site Supervisor Steve Langley, school network, staff handbook and staff bulletin.

3. Contractors

Wherever possible we try to use LA approved contractors. Prior to any works a “project manager” is designated who may be Director of Business and Finance Peter Grew, Senior Site Supervisor Steve Langley, ICT Development Manager Kris Jobson or an external provider who may be from LA. They meet with the contractor, complete a contractors checklist to exchange health and safety information, agree safe working arrangements and undertake any required risk assessments. The “project manager” liaises with the contractor at least on a daily basis. Any concerns by staff about contractors working methods are reported to the Senior Site Supervisor Steve Langley or other Senior Leader who will investigate the concern. Where applicable the “project manager” will act as the person who liaises with any appointed contract supervisor from LA or other commissioned service provider. The Director of Business and Finance Peter Grew is responsible to determine where CDM regulations apply for school managed contracts and will act as the “project manager”.

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

Teaching staff are required to assess significant risks and undertake written risk assessments applicable to their teaching prior to commencing any potentially hazardous activities. Copies are kept within each department as applicable and made available to all other staff. Suitably qualified staff are employed to teach certain activities. Staff are required to familiarise themselves with other relevant published health and safety guidance from sources including the Children and Lifelong Learning Directorate , CLEAPSS, DFE publications, BAALPE, Safety in PE etc., as applicable to their role. This policy is communicated to staff via their induction and via the School network, staff handbook and staff bulletin.

5. Drugs & Medications

The school has written procedures for dealing with the administration of drugs and medication which is reviewed and updated annually or as required by the Administration Manager Eileen Morris. Training is provided for staff who may need to administer medication which includes epi-pen training. All medicines are kept in secure storage and any medication administered or given out for self-administration recorded. This is communicated to parents through the induction process and to staff via the school network, staff handbook and staff bulletin.

6. Electrical Equipment [fixed & portable]

All portable equipment is tested annually on a rolling programme either by the casual caretaker Mike Rushton MR who has undertaken training using PowerPAT plus 5500 tester or an external contractor. They maintains an electronic record of all tests and all equipment is labelled identifying the equipment reference and date of last test. Additionally all staff are instructed to visibly check all electrical equipment prior to use, to remove any equipment which looks to be unsafe and report this to the Senior Site Supervisor Steve Langley or a Senior Leader who will determine if it is safe to use. Staff are allowed to bring in small electrical goods from home but instructed not to use them in school until they have been tested.

Specialised equipment is tested by specialised contractors through SLA with the LA or LA / school based contracts. Fixed installation is tested every five years through the LA contract. Staff are instructed to report any equipment/fixed installation which appears to be unsafe immediately to Senior Site Supervisor Steve Langley or a Senior Leader who will investigate and take appropriate action to remove any danger. This policy and associated procedures are communicated to staff via the School network, staff handbook and staff bulletin.

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

The Senior Site Supervisor Steve Langley is responsible for undertaking & reviewing the fire risk assessment for the whole school. This is carried out every six months and reported to the Governing Body annually. In liaison with the Head teacher Nicky Crookshank, the Director of Business and Finance Peter Grew arranges for a minimum of one fire drill each term which is recorded. Procedures to be followed in the event of an emergency evacuation are in place and reviewed following each fire drill by the Business and Finance Peter Grew. The Senior Site Supervisor Steve Langley has responsibility for ensuring that the fire extinguishers are maintained and tested annually and undertakes a rolling programme of weekly tests on the fire alarm system and monthly on the emergency lighting system. Where any problems are identified he arranges for any required work to be carried out. Records are kept in the site office. A fire risk assessment and site inspection is undertaken at the end of each term to reduce the risk during school closure. These procedures are communicated to staff via the School network, staff handbook and staff bulletin.

8. First Aid

A list of current first aiders is maintained by the Director of Business and Finance Peter Grew. He is responsible for arranging training and retraining of staff and maintaining the first aid register. First aid boxes are located at various points around the school to provide quick and easy access. First aiders are responsible for checking & restocking first aid boxes in their work area overseen by the ICT Development Manager Kris Jobson . Procedures for dealing with first aid are in place which are communicated to staff via the School network, staff handbook and staff bulletin. First aid provision for all lettings / use of school facilities is provided by the hirer as set out in the lettings policy. These procedures are communicated to staff via the School network, staff handbook and staff bulletin.

9. Glass & Glazing

A glazing survey was carried out in school in 1997 with all work identified being completed by 2002. All replacement glass is undertaken by reputable suppliers and checked to ensure that it is up to safety standard. A new survey was undertaken in 2012.

10. Hazardous Substances (COSHH)

An inventory of all known hazardous substances is maintained on site (within high risk departments) along with relevant data sheets and overseen by the ICT Development Manager Kris Jobson. Staff are instructed to only use these substances when absolutely necessary and to follow all instructions in accordance to published regulations to ensure they are used safely. Staff are instructed not to bring into school any hazardous substances. Risk assessments are carried out within departments for all hazardous substances including any times when a substance is not used for the purpose it was made for. Staff are instructed to ensure all hazardous substances are kept in secure controlled storage. Any protective equipment identified is provided by the school and training provided. The Radiation Protection Adviser is Ian Powers at LA. These procedures are communicated to staff via the School network, staff handbook and staff bulletin.

11. Health and Safety Advice

We obtain competent Health and Safety advice through the SLA with the Health & Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-355777 and subscription to "The Key". We also have a SLA with the LA HR section and utilise the LA Occupational Health service for advice and support on staff wellbeing. These procedures are communicated to staff via the School network, staff handbook and staff bulletin.

12. Housekeeping, cleaning & waste disposal

The Senior Site Supervisor Steve Langley is responsible for ensuring that the premises are kept clean and accumulation of rubbish kept to a minimum. Cleaning of the premises and rubbish collection is undertaken daily through a LA cleaning service contract and employment of two litter pickers and two janitors. Health and Safety training is provided by LA for their employees. School employees receive Health & Safety training as part of their induction which includes things such as arrangements for wet floor cleaning to minimise risks of slips etc. Disposal of glass and other sharp objects is managed through the school yellow slip system whereby staff inform site staff who arrange for it to be removed and safely disposed of. Confidential waste is removed and destroyed by an external contractor. ICT equipment is disposed of by an external contractor in accordance to WEE. Paper is recycled via a recycling bank supplied by South Staffordshire District Council. Hazardous waste such as hygienic waste and chemicals are disposed of through an external contractor. The school has created a secure bin bay away from the building and contracts Fortress for all waste disposals. The bin bay is key lock controlled with only the site team holding keys. In the event of snow or other adverse weather conditions procedures are in place to minimise the risk.

These procedures are communicated to staff via the School network, staff handbook and staff bulletin.

13. Handling & Lifting

Risk assessments are in place for all significant manual handling activities. These are available to all staff via the staff intranet. Staff receive training appropriate to their role through our induction process or as and when a key Health & Safety issue is identified. All manual handling is minimised as much as possible. Specialist lifting equipment and trolleys have been purchased in response to risk assessments and staff requests. The Senior Site Supervisor Steve Langley provides basic instruction training to new staff and identifies any new issues within the six monthly Health & Safety check. These are reported to governors. These procedures are communicated to staff via the School network, staff handbook and staff bulletin.

- 14. Jewellery** [As detailed in the school prospectus]
Students are allowed to wear one watch, one ring and one pair of stud earrings. No other piercing or jewellery is allowed. This policy is communicated to staff via the School network, staff handbook and staff bulletin and students / parents via the school prospectus and induction evenings.
- 15. Lettings/shared use of premises**
We have a lettings policy which is approved by governors and reviewed on an annual basis. First aid provision is provided by the hirer. Fire and emergency arrangements are communicated to the hirer by the administrator of the letting. We contract an external security provider to cover all after school lettings. In the event of them not being available a member of the site team remains on site during all lettings. In the event of school events, a designated member of staff or PTFA is designated as the lead person who is responsible for completing any risk assessments and usage of premises form prior to the event. The school does not hold a public entertainment license.
As a joint use site, South Staffordshire District Council manages Health and Safety for their use of the premises. Any issues they identify relating to joint use are reported and dealt with within the white slip system and/or joint use operational management meetings held each term.
These procedures are communicated to staff via the School network, staff handbook and staff bulletin.
- 16. Lone Working**
We aim to minimise the times any members of staff are lone working on site. In the event that this is necessary, a risk assessment has been carried out and procedures for working alone are in place. As a minimum the member of staff is provided with a mobile phone and contact details for assistance. These procedures are communicated to staff via the School network, staff handbook and staff bulletin.
- 17. Maintenance / Inspection of Equipment (including selection of equipment)**
Records of maintenance and inspection of fixed and portable equipment are maintained by the Senior Site Supervisor Steve Langley. These are kept in the site office and undertaken by the site staff or external contractors. These include such things as ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm, emergency lighting, fire extinguishers. All new equipment purchased is selected by a competent member of staff who will determine its suitability and ensure that it is installed correctly. These procedures are communicated to staff via the School network, staff handbook and staff bulletin.
- 18. Monitoring the Policy and results**
The H & S committee carries out the bi-annual H&S checklist which is reported to the Head teacher Nicky Crookshank and the Governing Body via a written report. The site is also inspected weekly by the Senior Site Supervisor Steve Langley and each term by the Director of Business and Finance Peter Grew. From this, planned maintenance and repair schedules are drawn up. The yellow slip system and online reporting system in place allows all staff to report defects which are dealt with in priority order. Governors are invited to inspect the premises at the beginning of each of the Resources committee meetings. Where any breaches of policy by staff are identified the member of staff is initially spoken to by the Senior Site Supervisor Steve Langley or reported to the Director of Business and Finance Peter Grew who will inform their line manager. These procedures are communicated to staff via the School network, staff handbook and staff bulletin.
- 19. Poster on Health and Safety Law**
The Director of Business and Finance is responsible for ensuring the siting and updating of the poster. It is sited in the staff room.

20. Personal Protective Equipment (PPE)

PPE is supplied free of charge to all staff where a risk assessment has deemed it to be necessary. The Senior Site Supervisor Steve Langley advises on the requirement and selection of appropriate equipment, maintains a register and ensures that there is periodic checking and maintenance of any equipment on site. He will train the Staff who need PPE within his capability or arrange for an outside provider as required. These procedures are communicated to staff via the School network, staff handbook and staff bulletin.

21. Reporting Defects

Defects are reported by means of a yellow slip reporting system or an online reporting system whereby all staff are able to report defects to the Senior Site Supervisor Steve Langley. Yellow slips are available from reception. Any issues requiring immediate action are dealt with by the site team who will either rectify the problem where possible or make interim measures to reduce any risk to others before arranging for external contractors to be brought in. For all other defects, the Senior Site Supervisor Steve Langley will arrange for the site staff to carry out the repairs or arrange for external contractors to be brought in if necessary. Staff are informed of this procedure via the School network, staff handbook and staff bulletin.

22. Risk Assessments

The Director of Business and Finance Peter Grew and Senior Site Supervisor Steve Langley are responsible for ensuring RA's are undertaken including special RA's (such as for staff who are pregnant or who have particular health problems). Heads of department are responsible for carrying out risk assessments in their own area of responsibility. Training is provided for staff who undertake risk assessments. We have undertaken a large number of R A's which are reviewed either in light of changes in circumstance, as a result of accident, or on a rolling programme. RA's are made available to staff via the School network and staff bulletin.

23. School Trips/ Off-Site Activities

We have adopted the LA procedures for undertaking all school trips. The Assistant head teacher Dave Wigg and Cover / Admin Manager Bev Done have undertaken training by the LA and are supported by a finance assistant Kath Jackson KA. These procedures are communicated to staff via School network and staff bulletin.

24. School Transport – e.g. minibuses

Senior Site Supervisor Steve Langley maintains a list of details for all minibus drivers which include evidence of their medical examination and license. No driver is allowed to use the minibuses without having passed the Staffordshire minibus driving test. The Senior Site Supervisor Steve Langley is responsible for ensuring that the minibuses are cleaned regularly and checked on a monthly basis. Any defects identified during general maintenance by site staff are reported to the Senior Site Supervisor Steve Langley who arranged for repairs. The minibuses used to transport students are leased from county fleet and as such are serviced and maintained through the lease agreement.

All drivers are informed via a handbook kept in each vehicle of their responsibilities in terms of undertaking checks and supervision of students. Bookings for the minibuses are made via a book in reception. Drivers are secured by the individual member of staff in liaison with Cover / Admin Manager Bev Done. These procedures are communicated to staff via the staff handbook and staff bulletin

25. Smoking

Our school is a no smoking building. Staff are only permitted to smoke inside their own cars or off the site. Visitors may smoke outside the building but this is discouraged. This policy is communicated to staff and visitors via signage, the staff handbook, staff bulletin.

26. Staff Consultation and Communication

The H & S committee meet on average once a fortnight to discuss Health and Safety issues unless a serious incident or near miss occurs at which times an investigation takes place immediately. The Governing Body receive a written report twice a year and have responsibility for reviewing the school's Health & Safety policy, ensuring that RA's are undertaken and that the site is inspected and maintained.

Staff are able to raise any issues of concern and make suggestions for Health and Safety improvements via the yellow slip system, online reporting system and through verbal discussions at any time with their line manager, H & S committee members or other senior members of staff and as part of the annual check. These procedures are communicated to staff via School network and staff bulletin.

27. Stress and staff Well-being

We were part of the pilot well-being programme arranged from the LA and as a result have the Director of Business and Finance trained as a well-being co-ordinator. Through the line management structure in school staff are supported through difficult times. Return to work meetings are held following staff absence and referrals to the LA OHU are implemented where necessary. We buy into the HR SLA for advice and guidance on stress related matters and utilise Occupational Health as required.

The Public Interest Disclosure Act 1999 – sets out a framework of protection against victimisation or dismissal for workers who blow the whistle on ("disclosure") criminal behaviour and other specified forms of malpractice. A copy of the Staffordshire County Council Whistle Blowing Policy is available to staff either as a hardcopy in the staffroom or electronic copy on the Staffordshire Learning Net under:

School Admin & Management>>HR/Payroll>>HR/Procedures>>Whistleblowing

These procedures are communicated to staff via School network and staff bulletin.

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

Adequate supervision is maintained for curricular time, lunchtime, educational visits and at any other times students are in the care of staff in line with LA guidelines. We have adopted the LA safer recruitment procedures and have sufficient numbers of staff and governors who have completed the NSCL training to ensure there is at least one trained person on every selection panel. All new staff are required to undertake an appropriate DBS check on appointment subject to their role, as well as providing proof of identity, eligibility to work in UK and proof of qualifications. A central record is in place. These procedures are communicated to all prospective staff through the appointment process.

29. Swimming Pool Operating Procedures (where applicable)

All pool operators have undertaken external training and undergone an assessment of competency which is renewed at regular intervals. The pool water quality is maintained to required quality levels and procedures are in place to rectify any problems. Regular testing of the pool is undertaken. Chemicals used are stored in a secure controlled area. Supervision ratio's for the pool are maintained in line with LA guidelines. Staff who supervise the pool are appropriately qualified. Emergency procedures are in place with fire drills being undertaken at least once per term. As a joint use facility staff at the leisure centre notify the site team of any potential issue with the pool and associated facilities via a white form or direct contact. The site team are on call all year round for emergency call outs. First aid provision is in place for school hours and provided by the hirer for out of hours lettings. These procedures are communicated to staff via School network, staff handbook and staff bulletin

30. Training and Development

All new staff receive an induction from their line manager which includes completion of a Health & Safety checklist suggested by LA to identify the basic training they need to undertake their job safely and effectively. This enables key risks to be identified with either in house training provided or an external provider being brought in to address the individual's needs. A budget is set aside each year by governors for staff training which can be used for Health & Safety. Where any one off special training is required, governors are informed via the termly report. A new CPD model was introduced in 2011 to incorporate H & S training into the whole school CPD programme. These procedures are communicated to staff via School

network, staff handbook and staff bulletin

31. Use of VDU's / Display Screens / DSE

The ICT Support Team oversees the use of VDU's / Display screens. A central record is maintained of all staff who significantly use VDU's and an assessment of their needs is made by a member of the ICT Support Team who also makes users aware of their entitlements in terms of eye tests, glasses, equipment, suitable working environment, time spent on VDU's without a break etc.. Any training requirements are identified within the staff induction process or by a member of the ICT Support Team and reported to CPD coordinator to action. Staff are able to report defects in workstations and any health concerns via the yellow slip system or verbally to the site team. These procedures are communicated to staff via School network, staff handbook and staff bulletin

32. Vehicles on Site

A risk assessment for the interaction between vehicles and people on site has been undertaken. We operate a one way system from the front gates of the school and have controlled access onto the school site from the joint use part of the building. Deliveries are made to reception. Normally a member of the site team will oversee large deliveries. Fencing has been installed to separate pedestrians from traffic where possible, additional fenced car parking has provided more secure parking and a zebra crossing has been created to allow staff and students to access the coach park. A delivery bay has been built at the front of school to accommodate all deliveries. All coaches use the coach park and staff are designated duty stations to oversee the start and end of the school day. These procedures are communicated to staff via School network, staff handbook and staff bulletin

33. Violence to Staff / School Security

The access by vehicles onto the school campus is controlled by a manned barrier. All visitors are instructed to go straight to reception on arrival, are signed in and given a visitors badge. They are given instructions about what to do in the event of an emergency. Controlled access is in operation at key entrances to the school. During school holidays access is restricted to the front doors and staff instructed not to leave any other doors or windows unattended. Staff are required to report all incidents of verbal & physical violence to the Director of Business and Finance Peter Grew. These procedures are communicated to staff via School network, staff handbook and staff bulletin

34. Working at Height

All staff identified as being required to work at heights are given training by the Senior Site Supervisor Steve Langley. Small low level steps have been provided in each department for general low level work. Staff are instructed not to climb on tables or chairs. All steps and ladders are subject to a visual inspection every six months by the site team and a record maintained. Staff are instructed not to allow contractors or students to use any steps or ladders. These procedures are communicated to staff via School network, staff handbook and staff bulletin

35. Water Hygiene

Regular water and calorifier checks are carried out monthly by site staff, the Senior Site Supervisor Steve Langley maintains records for these within the premises water hygiene manual located in the sites office. SCC contracts are in place for two regular service checks per annum & two yearly risk assessment are carried out. Shower heads are cleaned and de-scaled every three months by site staff or as and when required. Air conditioning inspections are carried out every three months through SCC contract this includes all emergency repairs. Swimming pool tests are carried out four times daily and backwashes weekly by either site or leisure centre staff, records of the pool test readings are kept within the Leisure Centre office, a SCC contract provides two service visits per annum which includes a microbiological report of pool water all emergency repair callouts are also covered under this contract, records for both contracts are held in the sites office a copy for the pool are also in leisure centre office.

36. Work Experience

The school follows the LA guidance for organising work experience of our students. Training is provided for the works experience coordinator. Where we take in students for works experience a first day induction is carried out.

Part 4

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.

The school H & S action plans are available from Peter Grew.

Lead SLT member: PGR

Date of next review: Autumn term 2017

Reference: Health & Safety policy PGR 08 16