

CHESLYN HAY SPORT AND COMMUNITY HIGH SCHOOL

GOVERNORS' POLICY

Health, Safety and Welfare Policy

The policy has five parts;

Part A - Introduction

Part B - The Health and Safety Policy Statement

Part C - Management Arrangements

Part D - The detailed arrangements & procedures for Health, Safety and Wellbeing within the school

Part E - The Key Performance Indicators

A. Introduction

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health and Safety Policy. It records the local organisation and arrangements for implementing the Staffordshire County Council policy.

B. Policy Statement

The requirement to provide a safe and healthy working environment for all employees is acknowledged and Cheslyn Hay Sport and Community High School 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.

The 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/academy activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on the premises or taking part in educational 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 other 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.

<i>[Signature]</i>	<i>[Signature]</i>
<i>[Name], Chair of Governors</i>	<i>[Name], Headteacher/Principal</i>
<i>[Insert date]</i>	<i>[Insert date]</i>

C. Management Arrangements

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:

Competent Health and Safety Advice

We obtain competent Health and Safety advice through the SLA with the Health & Safety Team, Staffordshire County Council, 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.
The contact details for the LA Health and Safety advice desk is: 01785 355777 In an emergency we contact : John Burdett or the Duty Officer Access to the online SLN and The Key is provided to authorised users

Monitoring Health and Safety

Nicky Crookshank Head teacher is responsible for the overall monitoring of health and safety in school. Chris Berry School Business Manager is the Health and Safety Coordinator Chris Berry School Business Manager, Steve Langley Senior Site Supervisor, Kris Jobson ICT Development Manager and the Link Governor form the Health and Safety Management Team H & SMT An overview of key responsibilities is attached as appendix (i)
The school has a Health and Safety Management Team H & SMT made up of Chris Berry School Business Manager, Steve Langley Senior Site Supervisor, Kris Jobson ICT Development Manager and the Link Governor who meet regularly to; monitor all aspects of health and safety and provide a written report twice a year; carry out the annual H&S checklist, carry out the self-audit and formulate the health and safety action plan. These are reported to the Head teacher Nicky Crookshank and the Governing Body and available for staff. The site is inspected weekly by the Senior Site Supervisor Steve Langley & site team and each term by the School Business Manager Chris Berry. From this, planned maintenance and repair schedules are drawn up. A paper based yellow slip system and online reporting system are in place to allow 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 their meetings. Chris Berry School Business Manager monitors the effectiveness of health and safety related policies and procedures. Where any breaches of policy or procedures by staff are identified, the member of staff is initially spoken to by the Senior Site Supervisor Steve Langley or reported to the School Business Manager Chris Berry who will inform their line manager.
The H & SMT carries out an annual checklist every year
The H & SMT carries out a self-evaluation on the management of health and safety every year and formulates and monitors the health and safety improvement action plan
The last self-evaluation was completed in February 2017 by the H & SMT
The last LA audit took place in 2012 by John Burdett
Chris Berry School Business Manager is responsible for monitoring the implementation of health and safety policies
The Health and Safety Action Plan and key performance indicators as detailed in part E and how they are monitored are available to staff

D. Detailed Health and Safety Arrangements

In addition to the information below related policies, procedures and guidelines in place are communicated to students, staff and public via:

Students and parents: Induction, tutors, parent handbook, assemblies, pupil journal, notices and signs, meetings

Staff: Induction, school network, staff handbook, staff bulletin, noticeboard, meetings and briefings, CPD sessions, email

Public: Website, hardcopies available from school

1. Accident Reporting, Recording & Investigation

Chris Berry School Business Manager is responsible for reporting accidents to the Health and Safety Executive (under RIDDOR)
Our arrangements for reporting to the Governing Body are: Through a Link Governor and half yearly written reports. Significant issues are reported at the next planned meeting
Our arrangements for reviewing accidents and identifying trends are: By weekly monitoring of the accident records by Chris Berry School Business Manager who will investigate and report findings to the Senior Leadership Team SLT.
Our arrangements for reporting, recording and investigating accidents are: We have adopted the County Council Accident Policy which is available to all staff on SLN and from the School Business Manager Chris Berry. All staff are instructed to report and record all accidents or near misses to the school office. The School Business Manager Chris Berry 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.

2. Asbestos

Steve Langley Senior Site Supervisor is responsible for Managing Asbestos in school
The Asbestos Management Log or Record System is kept in the site office
Our arrangements to ensure contractors have information about asbestos risk prior to starting any work on the premises are: All contractors meet with Steve Langley before they start any work on site.
Our arrangements to ensure all school staff has information about asbestos risk on the premises are: We have adopted the LA Asbestos Policy. This is available to all staff and contractors via the SLN and from the School Business Manager Chris Berry. 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 the LA requested. Details of the LA contacts are kept in the site office.
Staff must report damage to asbestos materials to Steve Langley Senior Site Supervisor
Staff must not drill or affix anything to walls without first obtaining approval from the premises manager

3. Communication

Chris Berry School Business Manager is responsible for communicating with staff on health and safety matters
Our arrangements for communicating about health and safety matters with all staff are: The Governing Body receive a written report twice a year and have responsibility for reviewing the school's Health & Safety policy and other health and safety related policies, ensuring that risk assessments are undertaken and that the site is inspected and maintained. Staff are informed of health and safety related information via email, staff handbook, school network, bulletins, meetings, signs and noticeboards. Staff are able to raise any issues of concern and make suggestions for Health and Safety improvements via email to Chris Berry School Business Manager, the yellow slip system, online reporting system and through verbal discussions at any time with their line manager, H & SMT members or other senior members of staff.

4. Construction Work *See also Contractor Management

Chris Berry School Business Manager, Steve Langley Senior Site Supervisor and Kris Jobson ICT Development Manager are authorised to coordinate any construction work / acting as Client for any construction project
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Our arrangements for managing construction projects within the scope of the Construction Design and Management Regulations are:

The School Business Manager Chris Berry is responsible to determine where CDM regulations apply for school managed contracts. Wherever possible we try to use LA approved contactors. Prior to any works a "project manager" is designated who may be School Business Manager Chris Berry, Senior Site Supervisor Steve Langley, ICT Development Manager Kris Jobson or an external provider who may be from LA. They will meet with the contractor, complete a contactors 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. Chris Berry School Business Manager and Steve Langley Senior Site Supervisor will review any construction activities on the site

5. Consultation

Nicky Crookshank Headteacher and Chris Berry School Business Manager are responsible for consulting with staff on health and safety matters

Staff are able to raise any issues of concern and make suggestions for Health and Safety improvements via email to Chris Berry School Business Manager, via the yellow slip system, online reporting system and through verbal discussions at any time with their line manager, H & SMT members or other senior members of staff. New policies are consulted on via the school line management structure, meetings, approved by the governing body and involve union consultation where appropriate.

6. Contractor Management

Chris Berry School Business Manager, Steve Langley Senior Site Supervisor and Kris Jobson ICT Development Manager take responsible for managing and monitoring contractor activity.

Our arrangements for managing contractors are:

Wherever possible we try to use LA approved contactors. Prior to any works a "project manager" is designated who may be School Business Manager Chris Berry, 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 contactors 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. Chris Berry School Business Manager and Steve Langley Senior Site Supervisor will review any work activities completed on the site

7. Curriculum Areas – Health and Safety

Heads of Department (see staffing list) have overall responsibility for health and safety in their department. The higher risk departments have been assessed as:

Science: Mr Simon Ross Head of Department assisted by two science technicians

PE: Miss Lucy Horobin Head of Department assisted by one PE technician

Art and Design: Head of Faculty Miss Dani Jackson assisted by one Art technician. She has designated responsibilities for: D&T to Mr Ian Cooper Lead Teacher who is assisted by two D & T technicians and Food Technology to Mr David Taylor Lead Teacher who is assisted by one Food technician

Drama: Miss J Smith

All other non- curricular areas: H & SMT

Risk assessments for these areas are the responsibility of the Head of Department in conjunction with the H & SMT

Teaching staff are required to assess significant risks and undertake / assist with undertaking written risk assessments applicable to their teaching prior to commencing any potentially hazardous activities. Copies specific to higher risk areas 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 LA SLN, CLEAPSS, DfE publications, AfPE , The Key etc, as applicable to their role. Access to this guidance is provided to relevant staff.

8. Display Screen Equipment use (including PC's, laptops and tablets)

The school assesses the risk of the use of computers/laptops by carrying out a DSE assessment for

staff using this type of equipment continuously and regularly for over an hour.
Kris Jobson ICT Development Manager has responsibility for carrying out or arranging for Display Screen Equipment Assessments
Kris Jobson ICT Development Manager oversees DSE assessments are recorded and manages any control measures required to reduce risk
Our arrangements for carrying out DSE assessments are: 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. Initially using an on line presentation staff identified as a DSE user undertake a self-assessment using the LA form. Their line manager will then liaise with Kris Jobson ICT Development Manager on implementing any remedial action. Where the advice of a DSE assessor is required a member of the ICT support team is contacted and supports the assessment process. 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, on line reporting or verbal reporting to the ICT technicians and site team.

9. Educational visits / Off-Site Activities

Nicky Crookshank Headteacher has overall responsibility for Educational Visits
Chris Berry School Business Manager is the Educational Visits Coordinator with admin support from Bev Done Cover Manager
Our arrangements for the safe management of educational visits are: We have adopted the LA procedures for undertaking all school trips and a school policy is in place. The School Business Manager, Chris Berry and Cover / Admin Manager Bev Done have undertaken training by the LA and are supported by a finance assistant Kath Jackson KA. The school uses an online system (EVOLVE) for notification and approval from the LA.

10. Electrical Equipment [fixed & portable]

Steve Langley Senior Site Supervisor using the LA arranged contractor is responsible for arranging Fixed Electrical Wiring Tests and taking any remedial action required:
Fixed electrical wiring test records and portable appliance test records are located in the site office
Steve Langley Senior Site Supervisor is responsible for arranging the testing of portable electrical equipment (PAT):
Steve Langley Senior Site Supervisor is responsible for defining the frequency of portable electrical equipment (PAT) testing
The portable electrical equipment (PAT) testing records are located in the site office
Staff must take defective electrical equipment out of use and report to Steve Langley Senior Site Supervisor immediately
Our arrangements for managing electrical equipment are: All portable equipment is tested annually on a rolling programme either by an external contractor. They maintain 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. The providers of the cleaning service and catering service are responsible for portable appliance testing within their working area and are instructed to report and fixed electrical issues to Steve Langley Senior Site Supervisor via the yellow slip system or verbally.
The portable electrical equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of this if requested:

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

Chris Berry School Business Manager and Steve Langley Senior Site Supervisor are competent persons responsible for undertaking & reviewing fire risk assessments.
The Fire Risk Assessment is located in the site office and on the staff network with the other whole school risk assessments

When the fire alarm is raised the person responsible for calling the fire service is normally the Head teacher who may delegate this to an appropriate member of staff.
Chris Berry School Business Manager is responsible for arranging and recording of fire drills
Chris Berry School Business Manager is responsible for creating and reviewing Fire Evacuation arrangements
Our Fire Evacuation Arrangements are published in the staff handbook
Results of the testing and maintenance of fire equipment and installations is recorded in a Fire Log Book located in the site office
SLT are responsible for training staff in fire procedures
Our arrangements for managing fire precautions and other emergencies are: Chris Berry School Business Manager and Steve Langley Senior Site Supervisor are 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 and LA annually. In liaison with the Head teacher Nicky Crookshank, the School Business Manager Chris Berry arranges for a minimum of one fire drill each term which is recorded. Procedures to be followed in the event of an emergency evacuation for various scenarios are in place and reviewed following each drill by the Business and Finance Chris Berry. 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.

12. First Aid *see also Medication

Chris Berry School Business Manager is responsible for carrying out the First Aid Assessments
The First Aid Assessment is located in Chris Berry School Business Manager office
First Aiders are listed in the staff handbook and at various locations around the school
Chris Berry School Business Manager is responsible for arranging and monitoring First Aid Training
First Aid Boxes are located at various staffroom s around the school and in reception
First aiders overseen by Kris Jobson ICT Development Manager are responsible for checking & restocking first aid boxes
Our arrangements for dealing with an injured person are: A list of current first aiders is maintained by the School Business Manager Chris Berry. 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 and contractors including cleaning and catering is provided by themselves, but they may use the school first aiders if they are available.

13. Glass & Glazing

Our arrangements for managing glass and glazing are: 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 and any work identified carried out. A copy of the survey is available in the site office. All glass in doors and side panels are constructed of safety glass

14. Hazardous Substances (COSHH)

Kris Jobson ICT Development Manager (except for Science department which is Simon Ross Head of Department) is responsible for carrying out risk assessment for hazardous substances (COSHH Assessments).
Our arrangements for managing hazardous substances (selection, storage, risk assessment, risk control etc.) are: 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 to inform Kris Jobson ICT Development Manager of any new chemicals that are to be used and not to bring into school any hazardous substances form home . 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 school uses CLEAPPS as a resource and all relevant staff are aware of how to access this information.

15. Health and Safety Law Poster

The Health and Safety at Work poster is located on the health and Safety noticeboard outside the staffroom.

16. Housekeeping, cleaning & waste disposal

All staff and pupils share the responsibility for keeping the school site clean, tidy and free from hazards

Our site housekeeping and waste management arrangements are:

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 with Chartwells and employment of two litter pickers and two janitors. Health and Safety training is provided by Chartwells 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 WEEE. Paper is recycled via a recycling bank. 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

Staff in all departments who generate waste (e.g.catering/cleaning/curriculum areas) are aware of the risk assessments and control measures in place for their role.

17. Infection Control

Name of person responsible for managing infection control is Chris Berry School Business Manager

Our infection control arrangements (including communicable diseases/hand hygiene standards) are:

To prevent the spread of infections we promote high standards of personal hygiene and practice, particularly handwashing and maintain a clean environment. Risk assessments and procedures to manage the spread of infections and disease including community outbreaks such as flu, sickness and diarrhoea and other communicable diseases are in place.

18. Lettings

Chris Berry School Business Manager and Mandy Bray Bursar are responsible for the administration and management of Lettings

Our arrangements for managing Lettings of the school are:

We have a lettings policy and associated conditions of use procedures which is approved by governors and reviewed on an annual basis. First aid provision is provided by the hirer. School 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 or arrangements are made for the leisure centre to oversee the letting. 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..

19. Lone Working

Our arrangements for managing lone working are:

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.

20. Maintenance / Inspection of Equipment (including selection of equipment)

Steve Langley Senior Site Supervisor is responsible for the selection and oversight of maintenance / inspection and testing of equipment

Records of maintenance and inspection of equipment are retained and are located in the site office. LA

records are accessible on line.
Staff report any broken or defective equipment to Steve Langley Senior Site Supervisor via the yellow slip system, via the school network or email
Our arrangements for managing maintenance / inspection of equipment manual handling activities are: Records of maintenance and inspection of equipment are maintained by the Senior Site Supervisor Steve Langley. These are kept in the site office and are undertaken either by site staff or contractors organised by the school or provided under the LA compliance contracts in line with the current legislation. 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 & maintained correctly. Departments report any defects plus we are notified of any immediate D1 faults via the LA which are dealt with accordingly.
The equipment on the school site owned and used by contractors is the responsibility of the contractor, who must provide records of testing , inspection and maintenance if requested

21. Manual Handling

Chris Berry School Business Manager and Steve Langley Senior Site Supervisor are competent persons responsible for carrying out manual handling risk assessments
Our arrangements for managing manual handling activities are: 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. These are reported to governors.

22. Medication

Eileen Morris Admin Manager and Helen Porter Receptionist are responsible for the management and administration of medication to pupils in school
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 and Helen Porter Receptionist
SLT, Heads of Year and Reception Staff are authorised to give / support pupils with medication
Medication is stored in reception in a secure cupboard
A record of the administration of medication is kept and located in reception
Staff who are taking medication keep this personal medication in a secure area in a staff only location.
Staff must advise the school leaders if they are taking any medication which might impair their ability to carry out their normal work.
Pupils who administer and/or manage their own medication in school are authorised to do so by a member of SLT and provided with a suitable private location to administer medication/store medication and equipment.
Staff are trained to administer complex medication by the school nursing service when required.

23. Personal Protective Equipment (PPE) (links to Risk Assessment)

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. Name(s) of person responsible for selecting suitable personal protective equipment (PPE) for school staff : Senior Site Supervisor Steve Langley Name of person responsible for the checking and maintenance of personal protective equipment provided for staff: Senior Site Supervisor Steve Langley
PPE provided for use in curriculum lessons is not "personal" as it is provided by pupils in classroom situations. The Head of the relevant department is responsible for selecting suitable personal protective equipment (PPE) for pupils All PPE provided for use in a classroom environment is kept clean, free from defects and replaced as necessary. The technicians in the relevant department are responsible for cleaning and checking pupil PPE

24. Radiation

Edwin Hutton Teacher of Physics is the school Radiation Protection Supervisor (RPS):
The RPA is David Wright and the RPO is Shawn Smith who provide radiation protection advice

25. Reporting Hazards or Defects

All staff and pupils must report any hazards, defects or dangerous situations they see at school. Our arrangements for the reporting of hazards and 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.
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26. Risk Assessments

The school has in place risk assessments for any identified significant risk. Control measures which are put in place to eliminate or reduce risk are communicated to staff, pupils and other who may be exposed to the risk.

Chris Berry School Business Manager oversees the school risk assessment process and any associated action planning
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Our arrangements for carrying out, recording, communicating and reviewing risk assessments are: The School Business Manager Chris Berry and Senior Site Supervisor Steve Langley are responsible for ensuring whole school RA's are undertaken including special RA's (such as for staff / students 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 normally in conjunction with the H & SMT. Training is provided for staff who undertakes risk assessments. We have undertaken a large number of RA'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, hard copies are kept in the site office and hard copies in higher risk departments

27. Smoking

Our school is a no smoking / vaping 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.

28. Shared use of premises/shared workplace

The school/ premises are shared with South Staffordshire District Council SSDC – Cheslyn Hay Leisure Centre

Chris Berry School Business Manager is the management contact with the leisure centre

Steve Langley Senior Site Supervisor is the day to day contact for premises related matters

Our arrangements for managing health and safety in a shared workplace are: We hold regular meetings with the leisure centre managers and senior managers from SSDC. SSDC has responsibility for health and safety in the leisure centre during times it is used by the public. We do work together to provide a safe and healthy environment and relevant policies and procedures, health and safety information, safe working arrangements and risk assessments are agreed and shared. Both parties are expected to support and adhere to them. Health and Safety issues relating to shared areas are reported via a white slip system or email and dealt with by the appropriate member of staff.
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29. Stress and Staff Well-being

Nicky Crookshank Headteacher has overall responsibility for the health and wellbeing of school staff. Chris Berry School Business Manager is the school Wellbeing Coordinator, supported by the Hr Manager, Peter Grew

All staff have responsibility to take care of their own health and wellbeing and the school supports staff to do this by implementing the following arrangements: We were part of the pilot well-being programme arranged from the LA and as a result have the School HR Manager, Peter Grew being 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. Solutions to stress hazards and suggestions on how to minimise stress have been identified, discussed and
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communicated. All staff have an opportunity to contribute to discussions, meetings and initiatives around wellbeing issues at work. Individual stress risk assessments take place when a member of staff requires additional individual support. A team stress risk assessment has been completed involving all staff and this is reviewed regularly.

Whistleblowing:

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.

30. Swimming Pool Operating Procedures (where applicable)

Steve Langley Senior Site Supervisor has responsibility for managing the swimming pool and it's environment

Our arrangements for providing a suitable swimming pool are:

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.

Comprehensive pool use procedures are in place. 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. The health and safety considerations within curriculum swimming are planned, supervised and managed by staff who include it in their lesson planning.

As a joint use facility staff at the leisure centre notifies 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.

31. Training and Development

Liz Harley Easthope has responsibility for the training and development of staff. Chris Berry School Business Manager assists in identifying health and safety related training needs and determining appropriate training activities.

Our arrangements for carrying out suitable and sufficient health and safety training for all staff are:

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 and link it to staff appraisals. Chris Berry School Business Manager delivers basic / refresher health and safety training as part of the CPD programme as required and works with Heads of department. The school has a health and safety training matrix to help in the planning of essential and development training for staff.

32. Vehicles owned or operated by the school/academy

Nicky Crookshank has responsibility for the school vehicles

The school operates three minibuses and one synthetic pitch maintenance vehicle.

Senior Site Supervisor Steve Langley manages the driver medical examinations

Senior Site Supervisor Steve Langley manages the vehicle license requirements

Senior Site Supervisor Steve Langley oversees the site team who undertake vehicle checks such as oil, water and routine roadworthiness.

Senior Site Supervisor Steve Langley arranges MOT, tax, servicing and maintenance of the school vehicles as required

Our arrangements for the safe use of school vehicles are:

Senior Site Supervisor Steve Langley maintains a list of details for all minibus drivers which include evidence of their assessment, 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 information kept in each vehicle of their responsibilities in terms of safe use, undertaking checks, supervision of students and emergency procedures. 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.

33. Vehicle movement on site

Chris Berry School Business Manager and Steve Langley Senior Site Supervisor are responsible for the management of vehicles on site

Our arrangements for the safe access and movement of vehicles on site are;

A risk assessment for the interaction between vehicles and people on the whole 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. Risk assessments and control measures are in place for the roadways, car parks and coach park.

34. Violence and Aggression and School Security

Staff and pupils must report all incidents of verbal & physical violence to Dave Wigg Assistant Headteacher

Incidents of verbal & physical violence are investigated by : Dave Wigg Assistant Headteacher and Chris Berry School Business Manager

Nicky Crookshank Headteacher has overall responsibility for site security

Risk assessments are in place to identify control measures to protect the safety of staff and students while they are on site.

Access by vehicles onto the school campus is controlled by a controlled barrier.

Reception staff are separated from visitors via a small window and access into the building is electronically controlled. Training, information and instruction is available to staff to help them manage the risk of violence and aggression where required. 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 particularly between the leisure centre and PE department and external gates are locked during school time. A CCTV monitored system is in place covering areas inside and outside the building.

Staff duty rotas are in place to provide supervision in accordance to LA guidelines during non-classroom based times. A member of SLT is always on call and staff are asked to report any suspicious visitors to reception straight away.

A procedure to deal with violent attacks and lock down procedures are in place.

During school holidays access is restricted to the front doors and staff instructed not to leave any other doors or windows unattended.

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 safeguarding checks in accordance to DfE Safeguarding. A central record is in place. These procedures are communicated to all prospective staff through the appointment process.

35. Water System Safety

Steve Langley Senior Site Supervisor is responsible for managing water system safety.

Herret HSL have undertaken a risk assessment of the water system

I W S carry out regular testing of the water system:

The water system safety manual/testing log is kept in the site office

Our arrangements to ensure safe water systems:

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 is also in leisure centre office.

36. Working at Height

Chris Berry School Business Manager and Steve Langley Senior Site Supervisor manages the risk of work at height on the premises

Our arrangements for managing work at height are:

All staff identified as being required to work at significant 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 and ask for help if they are not comfortable using steps or ladders. 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.

37. Work Experience

Esther Jinks has overall responsibility for managing work experience and work placements for school students and for the health and safety of people on work experience in the school premises

Our arrangements for assessing potential work placements, arrangements for induction and supervision of students on work placement are:

The school follows the LA guidance and other best practice including KCSIE for organising work experience of our students to ensure their safety and welfare. Training is provided for the works experience coordinator. Where we take in students for works experience a first day induction is carried out and relevant appropriate health and safety information given.

38. Volunteers

Liz Harley Easthope Assistant Headteacher has overall responsibility for managing/coordinating volunteers working within the school

Volunteers are considered as a member of staff and relevant and appropriate health and safety induction and training is provided. Safeguarding regulations are followed and regular monitoring is in place.

E. Health and Safety Key Performance Indicators (KPI's)

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

We evaluate the success of our management of health and safety by:

- Analysis of accident reports
- Analysis of days lost from school / work due to health and safety related causes
- Amount of issues observed during whole school external and internal checks
- Number of staff who seek health related welfare support
- Quality assurance and monitoring of procedures and practice
- Number of health and safety related issues reported and response

Lead SLT member: CBY

Date of next review: summer term 2019

Reference: Health & Safety policy CBY 08 18