

CONGLETON HIGH SCHOOL HEALTH & SAFETY POLICY

Reviewed by the General Purposes Sub-Committee 7 November
2019 and ratified by the LGB 5 December 2019



Introduction

The Academy recognises and accepts that every one of its employees, students and visitors to the Academy is entitled to a safe and healthy environment. It is the intention of the Governing Body of the Academy that all appropriate steps will be taken to meet statutory requirements, recognised codes of practice and guidance notes in establishing a safe and healthy environment. The overall high quality of the environment will be evidence of a strong ethos of housekeeping, which will permeate the Academy community and an awareness of the fabric and appearance of the building will be demonstrated by students and employees on a daily basis.

All employees have both a duty and a responsibility to take reasonable care to avoid injury to themselves and others and to co-operate to ensure statutory duties and obligations are fulfilled. The Academy's Health and Safety Policy can only be successfully implemented with the full co-operation of everyone concerned.

Responsibilities

Responsibilities of the Governing Body

In discharging its responsibilities, the Governing Body will:

- make itself familiar with the requirements of the appropriate legislation and codes of practice
- create and monitor a management structure for Health and Safety
- ensure that there is an effective and enforceable policy for the provision of health and safety throughout the Academy, and, that it is implemented
- periodically assess the effectiveness of the policy and ensure that any necessary changes are made
- identify and evaluate risks relating to possible accidents and incidents connected with Academy-sponsored activities, including work experience
- ensure the Academy adheres to the Health and Safety Act (1974)

In particular, the Governing Body undertakes to provide as far as is reasonably practicable:

- a safe place for all users of the site to work, including safe means of entry and exit, plant, equipment and systems of work that are safe
- safe arrangements for the handling, storage and transportation of articles and substances
- supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner
- provide safety and protective equipment and clothing, with associated guidance, instruction and supervision

Responsibilities of the Principal

The Principal has responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, students and visitors. The Principal will take all reasonably practicable steps to ensure that the Health and Safety policy is implemented.

Responsibilities of Supervisory Staff

All supervisory staff will make themselves familiar with the requirements of health and safety legislation and codes of practice that are relevant to the work of their area of responsibility.

In addition to the general duties that all members of staff have, they will be directly responsible to the Assistant Principal (Health and Safety) for the implementation and operation of the Academy's Health and Safety Policy within their relevant departments and areas of responsibility.

Responsibility for aspects of Health and Safety are written into the Job Descriptions of the Academy's leaders.

Supervisory staff will take a direct interest in the Academy's Health and Safety Policy and in ensuring that staff, students and others comply with its requirements.

Responsibilities of All Members of Staff

All staff are expected to familiarise themselves with the Health and Safety aspects of their work and avoid conduct which would put themselves or anyone else at risk.

In particular, members of staff will:

- be familiar with the Health and Safety Policy and all safety requirements laid down by the Governing Body
- ensure that staff, students, visitors and contractors are applying Health and Safety regulations, rules, routines and procedures effectively
- see that all plant, machinery and equipment are in good and safe working order and adequately guarded, and not make or allow improper use of such plant, machinery and equipment
- use the correct equipment and tools for the job and any protective equipment or safety devices that may be supplied
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled
- carry out risk assessments wherever possible
- report any defects in the premises, plant, equipment and facilities that they observe to the Assistant Principal (Health and Safety)
- take an active interest in promoting Health and Safety and suggest ways of reducing risks

Responsibilities of Students

Whilst students cannot legally be held responsible for Health and Safety they will be expected to behave in a safe manner around the school site and on school activities. Any failure to do so will be dealt with using the School's Rewards and Discipline Policy. In addition annual assemblies will be held to inform all students of the Health and Safety expectations.

Health & Safety Committee

The Academy will have a Health and Safety Committee which will monitor Health and Safety issues within the Academy. The Committee will meet twice a year and will report to the General Purposes Governors.

Safety Education

The DfE has published guidance for schools on Safety Education. This guidance shows how the curriculum for Personal, Social and Health Education (PSHE) and Citizenship can address the issue of accidental injury and death in children and young people.

One of the aims of PSHE is to enable children to apply personal and social skills to a range of contexts in their lives. Skills in risk assessment learned in relation to preventing accidents are transferable to other issues.

This DfE guidance also sets out the general teaching requirement for health and safety in relation to science, design and technology, information and communication technology, art and design, and physical education.

Health & Safety Arrangements

Risk Assessments

Risk assessments will be carried out on an annual basis for

- All classrooms
- At risk curriculum areas
- Kitchens
- High risk areas within school
- Staff with high use of Visual Display Equipment

In addition any unusual activity or event will also require a full risk assessment completing

Fire Safety

Appropriate procedures for ensuring that safety precautions are properly managed will be formulated and disseminated to all staff. These procedures will include Fire Evacuations and the use of Fire Extinguishers.

The Academy's evacuation procedure will be prominently displayed in all teaching rooms, offices and curriculum areas. All staff and students must be fully conversant with the procedures for evacuation of the premises in case of a fire/bomb threat. Evacuation procedures will be tested each term. The evacuation and safety of visitors and contractors will be the responsibility of the person who they are visiting or working for.

All fire fighting equipment will be checked annually by an approved contractor and records maintained. The fire alarm will be tested weekly from different points when the site is not in use and records maintained. All emergency lighting will be tested six-monthly and records maintained.

Reporting Accidents

All accidents to staff, students and visitors must be reported, in writing, using the Academy's accident report form, recorded on PRIME and investigated in accordance with the Academy's procedure. The completed form should be given to the Assistant Principal (Health and Safety). Certain accidents must be reported to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Assistant Principal (Health and Safety) will ensure that the Health and Safety Executive is informed of reportable incidents.

First Aid

First aid can save lives and prevent minor injuries becoming major ones. Under health and safety legislation, employers have to ensure that there are adequate and appropriate equipment and facilities for providing first aid in the workplace.

A DfE good practice guide, Guidance on First Aid for Schools has been written to provide advice for schools on drawing up first aid policies and ensuring that they are meeting their statutory duties. In particular it includes a checklist of issues which schools may find helpful when undertaking a risk assessment. The Governing Body seeks to adopt this guidance on good practice.

The Assistant Principal (Health and Safety) should ensure that the number of certified first-aiders will not, at any time, be less than the number required by law. In addition, supplies of first aid material should be held at various locations throughout the Academy. These supplies should be checked on a regular basis by a qualified first-aider.

Equipment

Protective clothing/gloves/masks/helmets must be provided and used by technicians and site supervisory staff when required. Staff and students must be provided with and use protective glasses/eye shields in all workshops and laboratories. Visitors must be provided with protective clothing as appropriate.

The following equipment must be checked annually by approved inspectors or an appropriately trained member of staff:

- fume cupboards
- all electrical appliances
- workshop equipment
- fixed gymnasium equipment

When new equipment is purchased, it is the responsibility of the departmental leader, with the assistance of the Assistant Principal (Health and Safety) as necessary, to ensure that it meets appropriate educational standards and that its installation and use conforms to Health and Safety requirements. Equipment, materials and chemicals must be stored in the appropriate storage containers and areas. All containers must be labelled with the correct hazard sign and contents label. Leaders should consider storage life when ordering new supplies. Reference must be made to Control of Substances Hazardous to Health (COSHH) and the Ionising Radiations Regulations; copies of all relevant COSHH and regulations must be kept in the Science Department.

Housekeeping

The Site Manager will monitor the cleaning standards of the cleaners. The standard required is laid down in the cleaning specification. Special consideration will be given to hygiene areas.

The Site Manager will monitor the efficiency of the waste collection service. Separate provision must be made for the collection and disposal of laboratory materials (chemicals, broken glass etc...), clinical waste and normal refuse.

Visits

Educational trips and visits must be organised in accordance with the Academy's "Educational Visits Policy".

Minibuses

Users of minibuses must be aware of and observe the following requirements:

- the driver must have a current licence and not been involved in any "at fault" accident for the past three years, be aged 25 years or over, hold a full licence in Group D1 or PSV and have taken a suitable course for driving children in a minibus
- drivers of the minibus are required to complete a record form and supply a photocopy of their driving licence
- where the transport of students is involved, drivers are required to have undertaken a drivers' assessment programme and received the resulting accreditation
- when a charge is being made to passengers, the minibus permit must be displayed in the vehicle
- internal damage to the minibus is not covered by insurance and the responsibility for the repair lies with the individual or organisation using the minibus (the Academy will

decide upon the repairer to be used)

- only one person per seat is to be carried
- seat belts are to be worn by all passengers and the driver at all times
- the driver at the time when an offence was committed is responsible for the payment of fines incurred
- a log sheet must be taken on each journey, completed by recording the starting and closing mileage readings, detailing any defects and signing before returning, along with the vehicle keys to the LRC

Visitors to the Academy Site

All visitors to the Academy will sign in at the reception and must show a form of identification such as a passport, driving licence, credit card etc... Visitors will be collected from reception by the member of staff concerned or escorted to the appropriate area of the Academy.

No contractor may undertake work on the Academy site without permission from the Site Manager other than in an emergency, e.g. fire, flooding or to make safe following theft/vandalism.

Contractors are responsible for the Health and Safety of their employees and for their safe working practices, which must not constitute a hazard to staff, students and visitors to the Academy.

Hirers of the Academy premises must use plant, equipment and substances correctly and use the appropriate safety equipment. They will be made aware of their obligations in relation to Health and Safety when making the booking.

Whilst on site, all visitors and contractors must wear an Academy visitor's badge. Cleaning contractor's employees must wear an identifiable uniform or an identity badge at all times. Temporary teaching staff on cover duties will be required to indicate their presence in the Academy by reporting to reception.

If a member of staff meets someone on site who they do not recognise and is not wearing a visitors badge, they should, if they do not feel threatened, enquire if the person needs assistance and direct them either to the Academy reception or off the site, as appropriate.

If an intruder is uncooperative in going to the reception or leaving the site, or a member of staff feels threatened, or is threatened with violence or a violent attack takes place, a member of the Senior Leadership should be called. Immediate help from the Police should be sought by telephone.

Security

All staff should be conscious of all aspects of the security of people and property. In particular, the emergency exit doors on the outer perimeter of the buildings should only be used in the event of emergencies and kept secure at all other times.

Maintaining security is aimed at reducing the opportunity for unauthorised persons to enter the buildings through non-designated access points. It is also necessary to be alert to the possible presence of unauthorised persons on site who may constitute a threat to staff, students and bona-fide visitors and contractors.

Critical Incidents

As part of its commitment for the well being of staff, students and visitors, the Academy has set out a procedure which is to be adopted in the event of a critical incident occurring either on the Academy premises or on an activity away from the Academy site.

Healthy Eating

It is the policy of the Academy to encourage students to adopt eating habits that are conducive to a healthy lifestyle. To this end the Academy works with the catering team in providing menu options that support these aims.

Hygiene

The academy will maintain a contract with an appropriate body to provide an annual inspection of the facilities, a full written report and a follow up visit to confirm completion of any recommendations. Any work identified by the report will be completed on a priority basis.

Monitoring, Evaluation and Review

The Academy will purchase support from an external body to allow staff to receive expert advice as necessary. At present this is the Cheshire East's Health and Safety advisor. The Academy will receive an annual visit from the advisor. From this a report will be produced which may include a list of required actions. A plan to deal with any issues arising will be present to the Health and Safety Committee by the Assistant Principal (Health and Safety)

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness.

Approved		Reviewed						
7.5.15	9.5.16	18.5.17	7.11.19					