

**St Teresa of Calcutta  
Roman Catholic  
Multi Academy Trust**



# **St. Gabriel's RC High School Health & Safety Policy**

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## PART 1



### **St. Gabriel's RC High School** **HEALTH AND SAFETY POLICY STATEMENT**

The Governors of our school are committed to safeguarding the health, safety and wellbeing of our staff, pupils and visitors. This Policy reflects our dedication to creating and maintaining a safe learning environment.

Our commitment is to:

- Develop and embed a health and safety culture that recognises the importance and value of effective management.
- Comply with all relevant statutory requirements.
- Provide a safe working and learning environment by effectively managing all significant risks to prevent accidents and work-related ill health.
- Consult with staff at all levels on health and safety management and encourage active participation.
- Set objectives to continuously improve our health and safety performance.
- Ensure adequate resources are available to support health and safety management.
- Provide appropriate safety and health information and training, ensuring staff are only allocated tasks commensurate with their skills.
- Monitor and review our policies to ensure effectiveness.

We all have a personal responsibility to act in a safe manner at all times and to ensure that others do likewise.

Signed by:   Fiona Robinson    
                  Chair

Date: 17.11.20                  

Signed by:   Lisa Corrigan    
                  Head teacher

Date: 17.11.20

## LEGAL FRAMEWORK

### Relevant Health and Safety legislation

Health & Safety at Work etc. Act 1974	Sets out the general duties employers have towards employees
The Management of Health & Safety at Work Regulations 1999	Duty to assess the risks to the health & safety of employees and make arrangements to implement suitable controls. Provide appropriate information and training
The Workplace (Health, Safety and Welfare) Regulations 1992	Duty to provide suitable arrangements to ensure the workplace is safe and maintained
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013	Sets out criteria for reporting certain accidents/incidents to the Health and Safety Executive, includes timeframes on reporting and keeping records
The Construction (Design and Management) Regulations 2015	Sets out duties to procure and manage contractors and their activities
The Control of Substances Hazardous to Health Regulations 2002 (COSHH)	Duty to manage and control substances that may be hazardous to health
The Regulatory Reform (Fire Safety) Order 2005	Duty to undertake a Fire Risk assessment and implement fire precautions
The Health and Safety (Display Screen Regulations) 1992	Duty to identify users, assess risks and provide eyesight tests as required
The Work at Height Regulations 2005	Duty to assess and manage risks from working at height, including provision of suitable work equipment
The Manual Handling Regulations 1992	Sets out duties to identify, risk assess and manage manual handling activities
The Health and Safety (First-Aid) Regulations 1981	Duty to undertake a first aid needs assessment and implement suitable arrangements, including training for staff with specific responsibilities
The Control of Asbestos Regulations 2012	Duty to protect employees from asbestos related diseases
The Electricity at Work Regulations 1989	Applies to all aspects of the use of electricity within the workplace. Duty to prevent danger
The Gas Safety (Installation and Use) Regulations 1998	Duty to ensure those who install, service, maintain or repair gas appliances / gas fittings are competent
The Personal Protective Equipment at work Regulations 1992	Duty to risk assess and provide PPE/C as required
The Ionising Radiation Regulations 2017	Duty to adhere to IRR17 which requires employers to keep exposure to ionising radiations as low as reasonably practicable

## Other relevant Guidance:

- DfE (2018) Health and Safety: responsibilities and duties for schools  
Elements of this health & safety Policy follows this Guidance:

**Plan** – leaders should set the direction for effective health and safety management (Part 2 – Organisation and Responsibility)

**Do** – introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately (Part 3 – Arrangements / Procedures for H&S Management)

**Check** – monitoring and reporting (Part 3 `Monitoring and Inspections' - *the effectiveness of this policy will be monitored continually by the Head teacher and governing body*)

**Act** – a formal management review of health and safety performance (Part 4 – Audit and Review)

- The Education (School Premises) Regulations 1999
- National Guidance from Public Health England – for infection and control
- HSE (2014) Sensible health and safety management in schools

## **PART 2**

### **ORGANISATION & RESPONSIBILITIES**

The Interim Executive Board, as the employer, are ultimately responsible for health and safety in school and fulfil a strategic role. Day to day operational management is delegated to the head teacher and staff members.

#### **Interim Executive Board**

The IEB are responsible for ensuring health and safety management arrangements are in place and effective. Further duties include:

- creating and monitoring a management structure responsible for health and safety in school
- understanding the requirements of appropriate legislation and best practice
- taking reasonable steps to ensure staff, pupils and visitors are not exposed to risks to their health & safety, including activities off the school premises, which could result in accidents, injuries or ill health.
- determining and approving the health and safety policy and for ensuring that resources are directed to implementing the policy; annually assessing the effectiveness of the policy, ensuring actions identified are completed
- receiving information from the head teacher or other nominated staff member; to assess and prioritise resources for health and safety issues

## **The Head teacher**

The Head teacher is responsible for day to day management of health and safety. This includes:

- setting the direction for effective health and safety management
- implementing the Health and Safety Policy and communicating appropriate information to all relevant people
- implementing safe working practices and conditions for all staff and pupils are implemented
- proactively monitoring arrangements to ensure they are effective e.g. by conducting and reviewing premises inspections and risk assessments
- reporting to the Governing body on health and safety performance and any concerns which may need to be addressed by allocation of funds
- ensuring staff are competent to carry out their roles and are provided with information, instruction and training.
- ensuring consultation arrangements are in place for staff and any trade union representative.
- monitoring purchasing and contracting procedures to ensure health and safety is included in specifications and contract conditions
- designating the role of overseeing health and safety tasks to relevant staff e.g. School Business Manager, Facilities Manager, Heads of Department.

In the head teacher's absence, the Deputy Head Teacher assumes the above day to day health and safety responsibilities

## **Other staff holding posts of specific responsibility, including Department Managers must:**

- apply the school's health and safety policy to own department or area of work
- be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions
- ensure staff under their control are aware of and follow relevant published health and safety guidance (e.g. from CLEAPSS, AfPE etc)
- ensure health and safety risk assessments are undertaken for the activities for which they are responsible and that identified control measures are implemented
- ensure that appropriate safe working procedures are brought to the attention of all staff under their control
- take appropriate action on health and safety issues referred to them, informing the head teacher of any problems they are unable to resolve within the resources available to them
- carry out regular inspections of their areas of responsibility and report / record these inspections (using Health & Safety Checklist – Head of Department)
- ensure the provision of sufficient information, instruction, training and supervision to enable staff and pupils to avoid hazards and contribute positively to their own health and safety. This should include information provided to any temporary/supply employees. (Cover Manager to provide standard health & safety induction information to supply staff and contact the Head of Department to instruct them to share any department specific information).
- ensure that all accidents (including near misses) occurring within their areas of responsibility are promptly reported and investigated.
- ensure any health surveillance needs for staff are provided when appropriate

In particular the **Facilities Manager** has responsibility to:

- act as the designated contact for staff to bring any health and safety concerns; supporting staff to address concerns
- assist the Head teacher in ensuring that health and safety implications are considered in connection with the security, cleaning, building improvements and maintenance of the buildings.
- assist with the monitoring of Contractors on site to ensure their working procedures do not endanger the health, safety and welfare of staff, pupils and visitors.
- ensure cleaning staff are aware of safe working practices.
- Arrange for contractors and visitors to be informed of any hazards on site of which they may be unaware and the emergency procedures
- ensure that effective arrangements are in place and staff are aware of all procedures, including those that deal with emergency situations, security and first aid etc.
- ensure all equipment is regularly inspected and maintained in safe working order and that any defective equipment is removed from use
- ensure new employees are briefed about health and safety arrangements during their Induction



**External H&S expertise:**

- We use the Local Authority Audit tool to identify gaps in our health and safety management system and work with our H&S Consultant to provide advice and support as required.
- Advise the Head Teacher to ensure the school programme of health and safety by ensuring full consultation and participation of all staff through appropriate meetings and consultation.
- With administrative support from school, undertake health & safety duties as determined through gap analysis.

## All Employees

The Health and Safety at Work Act (1974) requires every employee whilst at work to take reasonable care for the health and safety of themselves and of any other persons, including pupils and visitors, who may be affected by their acts or omissions at work.

All employees have responsibility to:

- Comply with the school's health and safety policy and procedures at all times
- co-operate with school management on all matters relating to health and safety
- report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager
- report accidents and incidents as per the school's reporting procedure
- Carry out their work in accordance with training and instructions
- Not intentionally interfere with or misuse any equipment or fittings provided in the interests of health and safety
- Ensure that they only use equipment or machinery that they are competent/trained to use
- Make use of all necessary control measures and personal protective equipment provided for health and safety reasons

**All employees are empowered to:**

- take the final decision as to whether or not the working environment presented to them is safe. This means that each member of staff **always** takes the final decision as to whether they need additional back-up or need to make some other special arrangement to undertake their work safely.
- **stop their work** – If at any time any member of staff feels that the working environment presented to them is unsafe, they must not start the task in question or, where the activity has already commenced, stop it immediately. They should then contact the Head Teacher without delay or implement any local arrangements for dealing with such a situation.

### **Responsibilities to those who are not school employees**

Whilst the Health and Safety at Work Act mainly places duties on the employer in respect of employees, there is also an obligation to consider other persons who use our premises, such as pupils, visitors and contractors to ensure that such persons are not exposed to risks to their health and safety.

## **PART 3**

### **ARRANGEMENTS / PROCEDURES**

#### **ACCIDENT REPORTING**

Employee Accidents and other users of the school e.g. visitors, contractors

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it. An accident form can be found in the school office.

#### Pupil Accidents

A local accident book kept in the school office is used to record all minor incidents to pupils. More significant incidents as detailed below, must be reported using Iris Adapt (SMART) [portal.irisadapt.com](http://portal.irisadapt.com)

- Major injuries
- Accidents where significant first aid treatment has been provided
- Accidents which result in the injured person being taken from the scene directly to hospital or from home by parents/carers
- Accidents arising from premises/equipment defects

All major incidents will be reported to the Head teacher and the parents/carers will be notified immediately

**Refer to our Procedure for Reporting Pupil Accidents**

#### **Reporting to the Health and Safety Executive (HSE)**

Incidents involving a fatality or major injury will be reported immediately to the HSE on **0345 300 9923** (Monday to Friday 8.30am – 5pm)

Information relating to reportable injuries, diseases or dangerous occurrences can be found <http://www.hse.gov.uk/pubns/edis1.pdf>

Incidents (as specified below), must be reported to the HSE via their online reporting system [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) as soon as possible and in any event within 15 days of the incident.

- A pupil or other non-employee being taken directly to hospital for treatment and the accident arising as a result of the condition of the premises/equipment, due to the way equipment or substances were used or due to a lack of supervision / organisation.
- Employee absence or inability to carry out their normal duties as a result of a work-related accident for 7 days or more (including weekends and holidays).

The Head Teacher with support from Health & Safety consultant will report to the HSE as soon as is reasonably practicable. They will keep a record of any accident which results in a reportable injury, disease or dangerous occurrence as defined in the RIDDOR legislation. This information will be kept for a minimum of 3 years (or as specified by your Insurer).

#### **Accident Investigation**

All accidents, however small, will be investigated by the relevant department and the outcomes recorded and reported to the Facilities Manager

After an investigation takes place, a risk assessment will be carried out, or the existing assessment reviewed and amended to avoid recurrence of the accident.

The Facilities Manager will undertake termly evaluations, alongside the Lead First Aider and External H&S Consultant of all reported incidents. They will identify trends in order to take corrective action and minimise the recurrence of any incident/illness. A report will be made to the Governing body as necessary.

**Refer to Near Miss Procedure**

## **ASBESTOS MANAGEMENT**

An asbestos management survey was undertaken on 18 June 2018 by TRAC Associates who are a UKAS Accredited service provider.

TRAC is continually updating our Management Survey.

The school's asbestos register, management plan and other data is held in the Facilities office:

- <http://tracportal.teams-software.co.uk/Account/Login>

User: Contractors

Password: Contractor001

- X:\Facilities 19-20\Asbestos Register - Trac

by the Facilities Manager. Records are effectively maintained and retained (legal requirement to keep for a period of 40 years)

The Facilities Manager will ensure that all school staff (and any other staff not employed directly by school e.g. catering), are made aware of the location asbestos containing materials within their work areas.

Under no circumstances must staff undertake any work which could disturb the fabric of the building or fixed equipment e.g. affixing anything to walls without first obtaining approval. (Permission given after checking the register / obtaining professional advice)

Prior to any work commencing on the fabric of the building or fixed equipment (e.g. boilers, water tanks etc), either by contractors or school staff, the Facilities Manager must check the asbestos log and establish whether permission to work can be given.

The Facilities Manager will ensure:

- the Asbestos register is consulted at the earliest possible opportunity and that all work affecting the fabric of the building or fixed equipment, is entered in the permission to work log and signed by those undertaking the work (refer to contractor management documents)
- a visual inspection of asbestos containing materials remaining on site is conducted and recorded (legal requirement to do so annually as a minimum)
- the limitations of the management survey and areas of the building that have not been surveyed are understood and considered as part of the permission to work process e.g. areas above 3m height, within ceiling voids (where panels / tiles are fixed), floor voids and ducts etc
- the school's asbestos management plan is kept up to date and that any asbestos works (removal, new project specific surveys etc) are notified to the LA/Diocese.

In the event of any damage occurring to materials known or suspected to contain asbestos, this will be reported to Facilities Manager/Caretakers} and the area immediately evacuated and closed/locked off.

Head Teacher will inform the Governing body and professional advice will be sought and details of the incident reported to the LA/Diocese

Refer to our Asbestos Management Plan

<http://www.hse.gov.uk/asbestos/regulations.htm>

<https://www.gov.uk/government/publications/asbestos-management-in-schools--2>

## **BOMB THREAT**

All staff fully understand and effectively implement the school's Bomb Threat procedures.

In the event of an emergency, the procedures outlined in the Bomb Threat, Invocation, Lockdown and Evacuation will be followed.

Staff are trained in handling bomb threats and have access to instructions of the procedure to follow.

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

Refer to our Bomb Threat Procedure

## **CONTRACTORS**

When undertaking construction work, the school will do so in accordance with The Construction (Design and Management) Regulations (CDM). This includes demolition, repair, maintenance or refurbishments works.

The head teacher will ensure that all construction and maintenance projects under CDM have a formally appointed principal designer and principal contractor. The Facilities Manager will liaise with the principal contractor to identify if the project is notifiable to the HSE (*exceeds 30 days or involves more than 500 person days of work*)

Where the school undertakes projects direct, the Governing Body are considered the 'client' and have statutory obligations. These projects are managed by Diocese Property consultant (for LCVAP projects) or the Facilities Manager, depending upon the size of the project, who on the school's behalf who will ensure all statutory approvals are sought.

To ensure contractor competency, the school uses a Procurement framework (X:\Facilities19-20\Contractors-PPM\PPM Contractors\Contractors Framework documents & Job sheets).

Contractors will be required to provide a Construction phase plan, risk assessments and method statements detailing the safe systems of work to be used, prior to works commencing.

Risk assessments and method statements shall be specific to the site and all aspects of the work to be undertaken. The school, contractors and any subcontractors involved will

exchange relevant information regarding the work activities and agree the risk assessments.

Following completion of the project, the health and safety file is handed over to/ kept up to date by the Facilities Manager and is made available to anyone who needs to alter or maintain the building.

All contractors must follow the school's site rules, a copy of which will be provided before commencement of works. The Facilities Manager is responsible for monitoring areas where the contractor's work may affect staff and pupils and checking whether expected controls are in place and working effectively.

**Refer to our Contractor Procurement and Management Arrangements**

<http://www.hse.gov.uk/pUbns/priced/hsg159.pdf>

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Our school will attempt to avoid, or choose the least harmful of substances which fall under the `Control of Substances Hazardous to Health Regulations (COSHH)

Within curriculum areas (in particular science & D&T), Heads of department are responsible for ensuring that an up to date inventory and risk assessments are in place. (Reference is made to CLEAPSS and other relevant national guidance)

Other staff responsible for substances hazardous to health are the Facilities Manager / Premises Manager. They shall ensure:

- an inventory of all hazardous substances used on site is compiled and regularly reviewed
- school will only purchase appropriate quantities of hazardous substances from a reputable source, making sure that the relevant Material Safety Data Sheet (MSDS) is provided by the retailer on delivery (to avoid storing larger quantities than necessary)
- if required, full COSHH risk assessments are conducted and communicated to staff exposed to the substance
- all chemicals are appropriately and securely stored out of reach of children. Storage life will be considered by the Premises manager Manager and Heads of Department.
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- dust and fumes will be safely controlled by local exhaust ventilation equipment
- where a substance has an exposure limit, control measures will ensure that exposure is below the limit
- a termly audit of hazardous materials will be undertaken by the Facilities Manager /Premises Manager for cleaning/maintenance products and Heads of Department to ensure they remain safe to store. Unwanted or surplus chemicals and materials will be disposed of in accordance with specific disposal procedures
- suitable personal protective equipment (PPE) has been identified and if required it is available free of charge for use
- no member of staff or pupil should ever be put at risk through exposure to any hazardous substance used in our practical curriculum

Where persons may be affected by their use on site, the Facilities Manager is responsible for ensuring COSHH assessments are available from contractors.

Emergency procedures, including procedures to deal with spillages, are displayed near where hazardous products are stored and in areas where they are routinely used.

Refer to our COSHH Inventory

<http://www.hse.gov.uk/coshh/>

## **DISPLAY SCREEN EQUIPMENT (DSE)**

All staff who use computers as a significant part of their normal work e.g. admin/office staff, shall have a DSE assessment carried out.

Staff identified as DSE users are entitled to an eyesight test for DSE use upon request and at regular intervals thereafter, by a qualified optician and corrective glasses provided if required specifically for DSE use.

<http://www.hse.gov.uk/msd/dse/>

## **EXTENDED SCHOOL AND COMMUNITY USE / EVENTS / LETTINGS**

School need to consider the impact extended services will have on health and safety. Safety at work is a shared responsibility and it is essential all partners involved in extended services activities communicate to ensure health & safety is managed.

School lettings are managed by the Facilities Manager who sends out a hirer/agreement take responsibility for the health and safety of the space when arranging a letting. We ensure those hiring the facilities have the relevant insurance and have completed relevant risk assessments. Reporting any concerns back to school to ensure that hirers/users do not put school staff, pupils or premises at risk.

Refer to Lettings Policy

## **FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS**

The head teacher is responsible for ensuring the school's fire risk assessment is undertaken and implemented following advice in the HM Government Educational Premises Fire Risk Assessment Guide.

The Fire risk assessment is located in the facilities office and will be reviewed on an annual basis by an external provider (Manchester Fire Compliance)

**Refer to our Fire Risk Assessment** - X:\Facilities 19-20\Fire\Fire Risk Assessment 2019-20

### **Emergency procedures**

Fire and emergency evacuation procedures are included in the staff induction process and a summary posted in each classroom. These procedures will be reviewed at least annually and included in the annual health & safety briefing for staff and an awareness session for pupils in assembly. Evacuation procedures are also made available to all visitors / contractors. Information is provided on the visitor's badge. Contractors are provided with Site rules which includes emergency arrangements.

Emergency exits, fire alarm call points, assembly points etc., are clearly identified by signs and notices. Emergency evacuations are practised at least once per term and results are recorded in X:\Facilities 19-20\Fire\Fire Bell Checks & Evacuation Drills July 19 - Nov 20\Fire Evacuation Reports\Fire drill evacuation reports by Facilities Manager.

Details of service isolation points (i.e. gas, water, electricity) X:\Facilities 19-20\Fire\Fire Marshals 2019-20\Fire Marshall PROCESS - Checklist and Fire Plan

An inventory of chemicals and flammable substances is kept in the School Office/Boiler Room by the Facilities Manager as appropriate for consultation.

School has Personal Emergency Evacuation Plans (PEEPS) in place for people with restricted mobility or other impairments.

Fire-fighting – staff must ensure the alarm is raised **before** attempting to tackle a fire. The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires if it is **safe to do so without putting themselves at risk**, using portable fire-fighting equipment.

Staff are made aware of the types and location of portable fire fighting equipment and receive basic instruction in its correct use.

### **Inspection / Maintenance of emergency equipment**

The Facilities Manager is responsible for ensuring that the school's fire log is kept up to date and that the following inspection / maintenance is undertaken and recorded in the fire log book located in the School office.

#### **Fire alarm system**

Fire alarm call points will be tested weekly in rotation. This test will occur on Every Tuesday Term Time at 10:45am.

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer Catchpoint - Service Department (During Normal Hours – Mon to Fri 08:30 – 17:30) – 01254 692121 option 1. I recommend you ring this number to log all maintenance/emergency calls as you will get an immediate response.]



A fire alarm maintenance contract is in place with Catchpoint - **Service Department** (During Normal Hours – Mon to Fri 08:30 – 17:30) – 01254 692121 option 1) and the system tested annually by them.

### **Fire fighting equipment**

Weekly in-house checks that all fire fighting equipment remains available for use and operational.

[Pennine Fire & Safety LTD (01254 263378)] undertakes an annual maintenance service of all fire fighting equipment.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Pennine Fire & Safety LTD (01254 263378)

### **Emergency lighting systems**

These systems will be checked for operation monthly in house and annually a full discharge test and certification of the system will be undertaken by Catchpoint - Service Department (During Normal Hours – Mon to Fri 08:30 – 17:30) – 01254 692121 option 1. I recommend you ring this number to log all maintenance/emergency calls as you will get an immediate response.

### **Means of escape**

Daily checks for any obstructions on exit routes and to ensure all final exit doors are operational and available for use.

Refer to Caretaker daily check list

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-educational-premises>

Refer to our Lockdown Procedure

## **FIRST AID**

The school has assessed the need for first aid provision and identified the staff to provide first aid (both on site and where required for trips/visits and extra-curricular activities).

First aid qualifications remain valid for 3 years. The Facilities Manager will ensure that refresher training is organised to maintain competence and that new persons are trained should first aiders leave. A list of first aid trained staff is kept in the School Office (X:\Facilities 19-20\Health & Safety\First Aid 2019\First aiders 2020?)

A list of where first aid boxes are located is kept in the School Office (X:\Facilities 19-20\Health & Safety\First Aid 2019\Location list of First Aid Boxes-Kits - 2020}.

**AED** (automated external defibrillator) is located in the school office

Maintenance checks will be undertaken on AEDs on a weekly basis by the lead First Aider with a record of all checks and maintenance work being kept up-to-date by the designated person and given to the Facilities Manager.

The Lead First Aider is responsible for regularly checking (half termly) that the contents of first aid boxes (including travel kits/ those in vehicles) are complete and replenished as necessary. Heads of Dept will inform the Lead First Aider if stock is required in the interim.

### **Transport to hospital:**

Where a first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents / carers will be notified immediately of all major injuries to pupils.

No casualty will be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents/carers cannot be contacted in time.

<http://www.hse.gov.uk/firstaid/>

<https://www.gov.uk/government/publications/first-aid-in-schools>

Refer to: **First aid needs assessment** – X:\Facilities 19-20\Health & Safety\First Aid 2019\First Aid Needs assessment 2020

**Refer to our First Aid Policy**

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE document [Supporting pupils at school with medical conditions](#) and following the schools **Administering Medication Policy**.

No member of staff will administer **any** medication (prescribed or non-prescribed) to children under 16 without a parent's written consent except in exceptional circumstances. Only trained staff will administer medication.

School Office First Aiders, in conjunction with the Lead First Aider are responsible for accepting medication and checking all relevant information has been provided by parents / carers prior to administering.

Records of administration will be kept in the school office, with the first aid record folder

All medication kept in school is securely stored in First Aid cabinet in the school office which is accessible when school is open and locked when school is closed. Medication that is required to be stored in a refrigerator is kept in a separate container in the school office fridge with access available to staff only. All pupils know how to access their medication. Under no circumstances will medication be stored in first aid boxes.

Emergency medication and devices such as asthma inhalers, blood glucose testing meters and adrenaline pens are always readily available to children and not locked away. These are kept in the first aid cabinet in the school office and clearly labelled.

The school may choose to hold an emergency salbutamol inhaler for use by pupils who have been prescribed a reliever inhaler and for whom parental consent for its use has been obtained – refer to **'Supporting Pupils with medical conditions policy'**

### **Individual Health Care Plans (IHCP)**

Parents / carers are responsible for providing the school with up to date information regarding their child's health care needs and providing appropriate medication.

IHCPs are in place for those pupils with significant medical needs e.g. chronic or ongoing medical conditions such as diabetes, epilepsy, anaphylaxis etc.

The IHCP is developed with the pupil (where appropriate), parent/carer, designated named member of school staff, specialist nurse (where appropriate) and relevant healthcare services. These plans will be completed at the beginning of the school year / when child enrolls / on diagnosis being communicated to the school and will be reviewed annually by the SENDco.

All staff are made aware of any relevant health care needs and copies of health care plans are available on SIMS. An email alert is sent to relevant staff by the SENDco when a new plan is put in place.

Staff will receive appropriate training related to health conditions of pupils and the administration of medicines by a health professional as appropriate.

Refer to our 'Supporting Pupils with Medical Conditions' Policy and our 'Allergens and Anaphylaxis' Policy

### **Infection control**

We follow national guidance published by Public Health England when responding to infection control issues.

We encourage staff and pupils to follow good hygiene practice, including, handwashing, use of personal protective clothing, cleaning the environment, cleaning of blood and bodily fluid spillages, clinical waste, animals (handling).

The school follows recommended exclusion periods as per the Health Protection Agency poster

[https://www.publichealth.hscni.net/sites/default/files/Guidance\\_on\\_infection\\_control\\_in\\_%20schools\\_poster.pdf](https://www.publichealth.hscni.net/sites/default/files/Guidance_on_infection_control_in_%20schools_poster.pdf)

### **LEGIONELLA**

Water systems are monitored to ensure that the supply doesn't become contaminated. Regular maintenance and inspection of the water systems are undertaken to ensure the threat of disease, such as Legionnaire's disease is managed.

A water risk assessment has been completed 28/03/2019 by IWS. The Facilities Manager is responsible for ensuring that the identified operational controls are being conducted and recorded in the school water log book.

The risk assessment is reviewed following any significant changes to the water system or building footprint.

The risks from legionella are mitigated by basic operational controls and the following checks are recorded:

- Water is heated and stored to 60 degrees centigrade at calorifiers (any vessel that generates heat within a mass of stored water);
- Weekly flushing of seldom used outlets and all showers (with all outlets flushed after school holiday periods);
- Monthly temperature checks on sentinel outlets (those nearest and furthest away from calorifiers);
- Quarterly disinfection / descaling of showers;
- Six monthly temperature checks of stored water;
- Stored cold water tanks are inspected for compliance and safety on an annual basis by IWS and tank water temperature recorded.

Refer to our Legionella Risk Assessment and Management Arrangements

<http://www.hse.gov.uk/healthservices/legionella.htm>

### **LONE WORKING / PERSONAL SAFETY**

Staff are encouraged NOT to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Examples of lone working may include:

- Late working
- Home or site visits
- Weekend or out of hours working
- Premises staff duties
- Site cleaning duties

Where lone working cannot be avoided, staff should ensure they have means to summon help in an emergency e.g. access to a telephone / mobile phone.

**Refer to our Lone Working Policy and Home Visits Policy**

Potentially dangerous activities, such as those where there is a risk of falling from height, will not be undertaken when working alone.

School staff responding to call outs

Nominated key holders attending empty premises where there has been an alarm activation should do so accompanied by Bury Council Security Services with a colleague if possible. They should not enter the premises unless they are sure it is safe to do so.

#### **Key Holders**

- William Smethurst (Senior Caretaker) – 07515 496 395 - 01204843886
- John Cosgrove (Assistant Caretaker) – 07925925892
- Said Bouassab (Assistant Caretaker) – 07477384308

#### Key Holder Duties

The main duties of a key holder are to open and lock the buildings, at the start and the end of the day. Key holders may be contacted by the security patrols and are need to attend school out of hours.

If a key holder is called out for whatever reason, they must follow the below instructions.

- Security Bury council - 0161 253 6606
- Wait at the top of the school, for assistance
- Do not enter the building, if you feel there is any threat.
- Await security response or emergency services, before entering the building. This is to assist Caretakers. Confirmed with Hannah Wood at council security 31/10/19
- Do not lock the buildings on your own, and ask security to stay with you until the building is made safe.

Staff should not be expected to put themselves in danger and will not tolerate violent/threatening behaviour to its staff.

Staff will report any such incidents to the Head teacher. The school will work in partnership with the LA/Diocese and police where inappropriate behaviours/individual conduct compromises the school's aims in providing an environment in which the staff and pupils feel safe.

**Refer to our Keyholder Call-out Procedure**

Guidance on working alone <http://www.hse.gov.uk/pubns/indg73.pdf>

## **MANUAL HANDLING**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition, force, posture or inability to hold/grasp a particular item.

Risk assessments for manual handling operations are undertaken and staff are provided with information on safe moving and handling techniques. Staff members are required to inform their manager if by lifting or handling an item could result in injury or exacerbate an existing condition.

School provide mechanical aids and lifting equipment and training is provided to staff.

<http://www.hse.gov.uk/msd/manualhandling.htm>

## **MINIBUSES**

The Facilities Manager maintains a list of nominated drivers who have received training in order to drive a minibus and checks, on an annual basis, (via a DVLA check code provided by the staff member) information, including any penalty points or disqualifications on their licence.

The Facilities Manager / Premises Manager are responsible for undertaking regular checks on the vehicle in accordance with MIDAS training and as per [www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport](http://www.gov.uk/government/publications/section-19-and-22-permits-not-for-profit-passenger-transport)

Refer to our Minibus Policy

## **MONITORING AND INSPECTION**

A general inspection of the site will be conducted on a termly basis and be undertaken / co-ordinated by the Facilities Manager.

Inspections of individual departments will be carried out by Heads of Department or nominated staff.

In both cases the person(s) undertaking inspection will complete a report in writing and submit this to the Headteacher. Responsibility for following up items detailed in the safety inspection report will rest with Facilities Manager / Head of Department.

The Governors will be involved in monitoring the school's health and safety management systems on an annual basis (see Part 4 – Audit & Review).

The effectiveness of this policy will be monitored continually by the Head teacher and governing body.

Refer to 'Schools Inspection Checklist'

Refer to Health & Safety Daily Checklist for Premises Manager/Caretaker

Refer to Health & Safety Checklist – Heads of Department & Procedure

Refer to Classroom Checklist

## **OFF SITE VISITS**

School follow the Outdoor Education Advisory Panel's national guidance for learning outside the classroom and offsite visits. All are planned following this guidance. <https://oeapng.info/>

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to Mrs Vaughan / Mr Stewart.

Off site visits, including adventurous activities and all trips overseas are logged onto the online notification and approval system Evolve. Mr Stewart is responsible for approving visits.

Refer to our Educational Visits Policy

## **PREMISES / WORK EQUIPMENT**

All staff are required to report any problems found with premises or equipment to the Facilities Manager. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

The Facilities Manager / Heads of Department are responsible for updating the equipment register and ensuring that any specific training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted where required.

Equipment restricted to those users who are authorised / have received specific training.

## **Planned maintenance / inspection**

Regular inspection and testing of school plant and equipment is conducted to legislative requirements by competent contractors. Records of such monitoring will be kept by the Facilities Manager in [X:\Facilities 19-20\Contractors -PPM\PPM Contractors]

Refer to 'Typical School Maintenance Schedule'

### **Curriculum Areas**

Heads of Department are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented. They will inform the Facilities Manager who will keep records.

### **Electrical Safety**

All staff will conduct a basic visual inspection of plugs, cables and electrical equipment prior to use. Defective equipment will be reported to The Facilities Manager.

All portable items of electrical equipment will be subject to formal inspection and testing (Portable Appliance Testing (PAT)) on an identified cycle (dependant upon the type of equipment and the environment it is used in). All earthed equipment (class 1) and cables attached to such equipment will be tested annually.

This inspection and testing will be conducted by Bexan on an annual basis.

The Facilities Manager is responsible for keeping an up-to-date inventory of all relevant electrical appliances and for ensuring that all equipment is available for testing

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and must be subjected to the same tests as school equipment.

A fixed electrical installation test (fixed wire test) will be conducted by Calberrie on a 5 year cycle (an annual inspection and 20% physical test of wiring will be undertaken annually in order to provide a full set of results over a 5 year period).

### **External play equipment**

External play equipment (basketball nets, football nets etc) will only be used when appropriately supervised.

This equipment will be checked daily before use for any apparent defects, and the Premises Manager will conduct and record a formal termly inspection of the equipment.

PE and Play equipment is subject to an annual inspection by Sport Safe UK Ltd.

<http://www.hse.gov.uk/work-equipment-machinery/power.htm>

<https://www.rospa.com/en/Play-Safety/Advice/Routine-Inspection>

Refer to our School Maintenance Schedule

## **RISK ASSESSMENT**

### **General Risk Assessments**

The school conducts and documents risk assessments for all activities presenting a significant risk.

Risk assessments are available for all staff to view and are held centrally in the school office, shared drive. These assessments will be reviewed on an annual basis or when the

work activity changes, whichever is the soonest. Staff will be made aware of any changes to risk assessments relating to their work.

It is an essential part of monitoring to ensure that the recommended corrective action recorded on the risk assessment has been carried out and is effective. The risk assessment author is responsible for monitoring of risk assessment use and effectiveness.

### **Individual Risk Assessments**

Specific assessments relating to staff member(s) or pupil(s) are held on that individual's file and will be undertaken by their line manager (staff) / Head of Year (pupils). Such risk assessments will be reviewed on a regular basis.

It is the responsibility of all staff to inform their line manager of any medical conditions (including pregnancy) which may impact upon their work.

**Refer to our School Risk Assessment Register**

### **Curriculum Activities**

Risk assessments for curriculum activities will be carried out by relevant Heads of Department using the relevant codes of practice and model risk assessments detailed below.

Whenever a new course is adopted or developed all activities are checked against these and significant findings incorporated into texts in daily use scheme of work.

Schools have access to CLEAPSS and their publications are used as sources of model risk assessment within science, art and DT. [www.cleapss.org.uk](http://www.cleapss.org.uk)

In addition, the following publications are used within the school as sources of model risk assessments:

- [BS 4163:2014 Health and Safety for Design and Technology in Schools and Similar Establishments- Code of Practice]
- [ASE, Safeguards in the school laboratory, 2006 (11<sup>th</sup> Edition), <http://www.ase.org.uk/>] ISBN 978-0-86357-408-5]
- [National Society for Education in Art & Design (NSEAD) <http://www.nsead.org/hsg/index.aspx>]
- [Safe Practice in Physical Education, School Sport and Physical Activity 2016' Association of PE 'AfPE' <http://www.afpe.org.uk/> ]

<http://www.hse.gov.uk/risk/classroom-checklist.htm>

**Refer to our D&T Policy, Science Policy, PE Policy and Risk Assessments**

### **SECURITY**

Policy and procedures are in place to reduce security breaches, including theft.

- CCTV systems are used to monitor events and identify incidents taking place.
- Money is banked on a weekly basis as necessary to ensure large amounts are not held on site
- Staff, pupils and visitors are responsible for their personal belongings and the school accepts no responsibility for loss or damage
- Theft will be reported to the police and staff members will assist with their investigation
- Staff are to take reasonable measures to ensure the security of school equipment being used



- Missing or believed stolen equipment is reported immediately to a senior member of staff
- Access control measures are in place. Access to the school entrances are by access control cards which only staff have, doors are released for pupils at breaks and lesson change times.  
Catchpoint Maintenance Contractor and Council Security are responsible for the security of the school site in and out of school hours. They undertake PPM visits and the Facilities Manager/Caretaker do visual inspections of the site and for the intruder and fire alarm systems.

## **SLIPS, TRIPS & FALLS**

Risk assessments identify hazards which may result in a slip, trip or fall and control measures are in place to effectively control the risk.

All staff are responsible for good housekeeping to minimise the risk of injury from slips, trips and falls.

HSE guidance is followed <http://www.hse.gov.uk/services/education/slips-in-education.htm>

## **STRESS / WELLBEING**

The school and Governors are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing work place stressors through risk assessment in line with the HSE management standards.

Systems are in place for responding to individual concerns and monitoring staff workloads.

Refer to HSE Management standards <https://www.hse.gov.uk/stress/risk-assessment.htm>

<http://www.hse.gov.uk/gohomehealthy/assets/docs/EducationTalkingToolkit.pdf>

Refer to: Schools Advisory Service package

## **TRAINING and INFORMATION**

School will ensure that staff members are provided with the health and safety training needs and information for their job.

Staff are provided with health and safety training as outlined in our Staff Induction booklet.

Staff who work in high risk environments, such as science labs or with woodwork equipment are given additional health and safety training.

Work experience, supply staff and volunteers are provided with health and safety information relating to their work. The class teacher ensures that no work experience student or volunteer is given a task which is deemed to be hazardous.

Any new work instructions or restrictions will be communicated to all staff via email (with printed copies for those without access to school email eg on cleaners notice board)

Training records are kept by the school office. Our external H&S Consultant assists to identify health and safety training needs, this includes ensuring that refresher training is undertaken within the prescribed limits.

The Head Teacher is responsible for assessing the effectiveness of training received. Each member of staff is also responsible for informing their line manager of their own personal training needs and for not undertaking duties unless they are confident that they have the necessary competence.

<http://www.hse.gov.uk/toolbox/managing/providing.htm>

Refer to Schools Competency Framework

## **VEHICLES ON SITE**

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents/carers when bringing children to school or collecting them.

Access to the school is kept clear for emergency vehicles.

Refer to Vehicle Movement Policy - X:\Facilities 19-20\Caretakers\Processes

<http://www.hse.gov.uk/workplacetransport/sitesafe/cs6safe.htm>

## **WORK RELATED LEARNING / WORK EXPERIENCE**

Where students are involved in 'non-qualification' activities as part of their study programme e.g. work shadowing, work experience or other work-related learning, enterprise activities, study visits etc. then the school retains a duty of care for all students undertaking such activities.

Work shadowing and work experience placements should be suitable and thus proportionate checks on health and safety and suitable insurance cover will be conducted.

### **Work experience**

- All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- The school utilise one of Bury Council's approved suppliers to assess the suitability of the placement and relevant supporting documentation. No work experience placement will go ahead if deemed unsuitable.
- Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.

## WORKING AT HEIGHT

Working at height can present a significant risk, where such activities cannot be avoided a task specific risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

Storage above head height is minimised as far as possible, where this cannot be avoided only light-weight and rarely-used items are stored there.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

Only those persons who have been trained to use ladders safely may use them.

Basic instruction is provided to all staff who use ladders / stepladders

<http://www.hse.gov.uk/pubns/indg455.htm>

Formal training on work at height, use of ladders, mobile tower scaffolds etc. will be provided where a significant risk is identified as part of an individuals' role e.g. site staff, Technology technician drama, ICT technician etc

- all work at height is properly planned and organised;
- the use of access equipment is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- a register of access equipment is maintained and all equipment is regularly inspected and maintained and
- any risks from fragile surfaces is properly controlled.

Staff are restricted from using ladders unless they have relevant training, small steps are available for staff to use (kept by the caretakers) Pupils are not allowed to use ladders/ steps. Contractors on site have their own ladders and will have submitted RA/ RAMS before undertaking work

Refer to: H.S.E. Education – Shattered Lives and school guidance/flowchart

## **PART 4 - AUDIT AND REVIEW**

Our School's Health & Safety Policy shall be audited at least once every year to ensure its applicability and effectiveness.

### **Health & Safety Management System**

Governors shall carry out an annual review of the working of the health and safety management system of the school. The review shall cover the following:

- a) A check of the legislative framework governing health and safety with particular reference to legislation applicable to school, which has become effective during the period under review or which is scheduled to come into effect within the next 12 months.
- b) A concise appreciation of the health and safety performance of the school during the previous 12 month period, referencing specific accident/incidents and/or problems (if any) and commenting upon any health, safety and environmental initiatives undertaken.
  - a) An assessment of the current status of the health and safety culture throughout the school and, if appropriate, details of the actions being taken/ required to improve or maintain this culture.
  - b) A review of the proposed plan of audits to be carried out during the next 12 months.
  - c) A review of both the risk assessments undertaken or reviewed during the review period and the risk assessments scheduled to be reviewed during the next 12 months.
  - d) A brief review of the Schools health and safety training needs and an assessment of the current position relating to the provision of such training.
  - e) A review of the adequacy of the Schools Health and Safety Policy.

Sources of information gathering will include: i) Interviewing individuals, ii) Examining documents & iii) Visual observation. A brief report will be prepared highlighting any failures in control, cooperation, communication, competence and documentation. The report will also include the resulting effect of corrective action (if any) found to be necessary as a result of failings identified within the system.

### **Compliance Audit**

An annual Compliance Audit will be completed by the External Health & Safety Consultant (competent person). Using the standard Compliance Audit form, along with the score sheet, it will identify and prioritise areas requiring improvements in health and safety standards. The Audit has been devised to provide a framework for checking compliance with legal requirements and our own procedures for evaluating the effectiveness of health and safety management in school.

### **Accident/Incident trends**

Monitoring of accidents will be undertaken to identify any trends, hazardous areas or accident 'blackspots.'

The head teacher is responsible for reviewing this data collated during the termly accident/incident/first aid analysis undertaken termly.