

# Bedford High School

A Specialist Business and Enterprise College

To Care To Learn To Achieve



## Health & Safety Policy and Procedures

<b>School Address</b>	Manchester Road Leigh WN7 2LU
<b>School Contact Number</b>	01942 909009

### Document control

Reviewed:	September 2022
Reviewer:	C. Taylor
Next Review:	September 2023
Governing Committee:	Asset Committee
Electronic copies of this plan are available from:	FROG VLN
Hard copies of this plan are available from:	School Business Manager
Public sector equality duty guidance considered	Yes
Date approved by the Chair of the Governing Body:	
Signature of the Chair of the Governing Body	

### Changes History

Date	Description	Changes
September 2018	Staff changes	Various
September 2019	Staff changes	Various
September 2020	Staff changes & Covid -19	Various
September 2021	Staff changes	Various
September 2022	Staff changes	Various

## **STATEMENT OF POLICY AND INTENT**

The Headteacher and Governors of Bedford High School recognise they have overall responsibility for the organisation and implementation of a Health and Safety Policy, and that key personnel within the management structure are identified and their health and safety roles defined within their areas of employment.

The employee's duty to co-operate with the employer is recognised. The school management accept the responsibility for ensuring all necessary arrangements for maintaining a safe environment are implemented and monitored.

Bedford High School recognise the importance of health, safety and welfare regarding the successful operation of its activities and believe the active participation of all staff is essential in maintaining the highest standards in preventing accidents. All activities will be conducted using appropriate control measures to minimise the risk to the health and safety of all staff, pupils and others, who may be affected by our activities.

The School Health and Safety Policy detailed herein will be brought to the attention of all staff, and will be subject to regular reviews to ensure it reflects the school's activities.

### **2. SCHOOL ORGANISATION**

2.1. The Headteacher and Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling of Health & Safety matters. Where possible, the Governors will ensure the school budget reflects the necessary funding to provide suitable and sufficient training for those with Health & Safety responsibilities.

#### **2.2 Designated persons with Safety Responsibilities**

	<b>Staff name/designation</b>	<b>Date</b>
Competent person appointed to advise on Health & Safety	<b>Mrs Claire Taylor</b>	<b>October 2022</b>
Premises Manager	Mr Martin Speakman	October 2021
Premises Officer	Mr Dave Keegan	October 2021
Fire	Mr Dave Keegan	October 2021
First Aid	Trained Support Staff	October 2021
Medication	Pastoral Guidance Officers	October 2021
Care & Welfare	Pastoral Guidance Officers	October 2021
Catering	Aspens	October 2021
Supervision (non-teaching)	Pastoral Guidance Officers	October 2021
Visits/activity holidays	<b>Mrs Helen Smith</b>	<b>October 2022</b>
PE	Mrs Lauren Pickup / Mr Rob Drinnan	October 2021
Science	Mr Neil Roberts	October 2021
Technology	Mrs Ruth Puzzar	October 2021
Performing Arts	Mrs Janet Madden	October 2021
Information Technology	Mr Richard Tonge	October 2021
Others as applicable	Governor – Vicky Jackson	October 2020

### **3 THE GOVERNORS**

The Governors recognise their responsibility under the Health & Safety at Work Act 1974 for fulfilling the following responsibilities so far as is reasonably practicable.

1. To ensure that the Health & Safety Manual is implemented and its guidance is monitored within the school.
2. To ensure that the school has considered its health and safety obligations and has made provision for meeting those obligations; the Council's Children Services (CCS) would recommend this is best done by making health and safety an integral part of the school's development plan.
3. To ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements for health and safety.
4. To receive health and safety instruction and information distributed by the CCS and ensure that proper arrangements are made within the school for complying with the guidance.
5. To ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alternations to working practices and procedures decided upon are implemented.
6. To ensure that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties.
7. To ensure Risk Assessments of all activities are conducted, recorded and reviewed by the school staff. That appropriate action is taken to reduce all risks to maintain a safe workplace.
8. To ensure that all reasonable inspection facilities and information are provided on request to officers of the CCS, Inspectors of the Health and Safety Executive and any other bona fide health and safety officials.
9. To ensure that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy.
10. To ensure that school journeys for which they give approval are arranged and property supervised in accordance with the CCS guidance.
11. To ensure that suitable health and safety provision is made for pupils with special needs and for the staff involved.
12. To ensure emergency procedures are in place in the event of fire, bomb alert, accidents and serious incidents.
13. To co-operate with the Headteacher to develop and implement a school safety policy, and to review its contents periodically.

### **3.1 The Headteacher**

- a) Is responsible and accountable to the Governors for implementing the school Safety Policy and for all matters relating to health, safety and welfare within the school.
- b) Must be aware of all contractors and or third parties entering the school to undertake maintenance, service or works contracts. When building or plant maintenance work is carried out by contractors it is the employers responsibility to ensure that a competent contractor is employed and to oversee the planning and safe execution of the work.
- c) Will ensure this policy is effectively implemented and understood at all levels, regularly monitored and revised as and when necessary.
- d) Is responsible for ensuring that all new, amended or update material regarding Health & Safety matters is brought to the attention of all the relevant staff immediately upon receipt.
- e) Will seek advice when appropriate from specialist Health and Safety advisers.
- f) Will have the right to stop what is considered unsafe practices or the use of any plant, tools, equipment, etc. which equally is considered unsafe.
- g) Shall make arrangements, with appropriate persons, for improvement of premises and plant, tools, equipment which are the school's responsibility.
- h) Shall review from time to time the provision of First Aid in the school and the fire and evacuation procedures.
- i) Will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities.
- j) Will ensure that all schemes of work for pupils, including work experience arrangements are in place regarding the adequate information, instruction, training and supervision for Health and safety matters.
- k) Will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

- l) Will monitor the workings and discussions of the 'Health and Safety Committee' and will discuss with them their observations and recommendations before making any referrals to the Governors. This committee under the chairmanship of the appointed Assistant Headteacher will include members of the teaching and support staff.

### **3.2 Heads of Faculty/Department**

- a) Are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their subject area.
- b) Will ensure that all staff under their control receive instruction and training in their duties regarding Health and Safety matters.
- c) Must be aware of regulations, codes of practice and guidance notes appropriate to their Specialist Areas.
- d) Are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their work place. This will include arrangements for facilities such as first-aid equipment, protective clothing, log books etc.
- e) Are responsible for ensuring that everything received from suppliers e.g. machinery, equipment, substances etc. is accompanied by adequate information and instruction sheets prior to use.
- f) Must report to the Headteacher all problems, defects and hazards.
- g) Must ensure that a copy of the Fire Drill and emergency evacuation procedures are prominently displayed in all rooms and areas in their subject areas.
- h) Must carry out regular safety inspections of their departments. Priorities must be given to plant, equipment and risk assessments including the use of substances, equipment and operational practices.
- i) Should report and make recommendations on any practice, premises or equipment which give rise to Health and Safety risks.
- j) Health and Safety procedures appropriate to each department are included in the departmental handbook.

### **3.3 Teachers/Technicians**

- a) Are responsible and accountable to their Head of Department/Faculty for the implementation of the School Safety Policy in the performance of their duties.
- b) Must be familiar with the school's Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to their department.
- c) Must conform to responsibilities as laid down in their own codes of practice, regulations and guidance for safe working arrangements.
- d) Must ensure that where conditions apply, all pupils or persons under their control receive instructions to enable them to operate in a safe and efficient manner.
- e) Must report to their Head of Department/Faculty all problems defects and hazards that they become aware of.

### **3.4 Premises Officer/Cleaning Supervisor**

- a) Is responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within his/her work.
- b) Must ensure he/she is familiar with the schools Safety Policy and that cleaning staff are equally aware of any implications of the policy as it affects their work activities e.g. storage arrangements for materials, equipment, substances etc.
- c) Must report to the Headteacher any defects, hazards or problems that they become aware of.
- d) Is responsible for ensuring everything received from suppliers for direct school use in his/her work is accompanied by adequate information and instruction prior to use.
- e) Is responsible for ensuring that all staff under his/her direct control are adequately informed, instructed and trained in using all equipment and substances prior to use.
- f) Must ensure all contractors register their presence with the school office before they undertake any maintenance, service or works contracts.

- g) Is responsible for Risk Assessments done annually across the whole campus, and for maintaining a record of same.

### **3.5 School Staff/Employees**

- a) Must be made aware of what is expected of them in relation to the area of school in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.
- b) Have a responsibility to report any possible defects, hazards or problems to the Headteacher.
- c) Will be given access to the school's Health and Safety Policy and they should make themselves familiar with all documents relating to health and safety in the school, giving particular attention to any codes of practice, regulations or guidelines which relate to their particular work activities.
- d) Should refer to Health and Safety Manuals which are available via the Premises Officer.

### **3.6 Kitchen Supervisor**

- a) Must be familiar with the Health and School Safety Policy in relation to their own work activities.
- b) Must work in conjunction with any Policy Statement, codes of practice and guidance issued by their direct officers.
- c) Must ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- d) Must be familiar with the Food Safety Act 1990 et al and the implications as far as the school is concerned.
- e) Must inform the Headteacher of any potential hazards or defects.
- f) Must make new employees or part-time kitchen assistants aware of health and safety practices and procedures in the kitchen.

### **3.7 The Pupils are expected to:**

- a) Exercise personal responsibility for the safety of self and class-mates.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all safety rules of the school and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for his/her safety.
- e) Make proper use of any equipment they have been instructed to use.

### **3.8 Annual Inspection**

This will be undertaken by the Health & Safety Officer in collaboration with the Premises Officer. It will take place in the summer term involving meetings/liaison with all Learning Managers in their area. From this a schedule of priorities can be made, and any necessary action taken.

## **4 ARRANGEMENTS**

The arrangements described below are the minimum standards that will be achieved to maintain a safe environment, both for staff, pupils and others visiting the school.

Additional information is contained in the LA's Safety Manual. The School Safety Officer will keep the manual up to date and bring to the attention of the Headteacher, the arrangements for staff to receive training on issues of Health and Safety.

If staff have any concerns about Health and Safety, they should ensure they contact the Health and Safety Officer or their line manager.

## **4.1 Fire and Emergency Procedures**

In the event of a fire or other emergency the following regulations as laid down by the school, and displayed in all rooms must be followed:

### **4.101 Fire Drill Regulations – Staff**

1. The Fire Warning in both the U Block and L Block is by a siren.
2. School maintains policy of being *off watch* with fire alarm in order to cut down false alarms to fire station. Upon activation of fire alarm site maintenance staff to check zones indicated by fire alarm panel and if real fire found 999 is to be dialled by the office staff. All fire related incidents are to be reported to GM Fire Service.
3. The Fire Drill procedures will operate on the basis of evacuating both buildings.
4. Cars must not be parked immediately in front of an exit door during school hours.
5. When the alarm sounds each teacher must nominate a pupil to lead the class to the appropriate assembly point **via the exit route** (displayed in each classroom) at walking pace and in single file. The teacher must lock the classroom door after the exit of the last child – books and possessions are to be left in the classroom – and re-join their class.
6. The Whole School Assembly Point for students and teachers is on the MUGA, students stand in silence, single file, in alphabetical order, in their appropriate registration group. Form teachers are to take registers as provided by support staff. **If the form teacher is absent the identified cover for registration will take the register.**
7. Teachers in the building who are not registering a form or teaching a class when the alarm sounds, must go to the above mentioned assembly point, and help to control the assembly of students. Administration staff will register all teaching staff using the signing in/out system.
8. Registers are to be taken as soon as possible to identify any missing students. Form teachers are to list any absent students on the registration sheet. Learning managers (or Pupil Guidance Officers in their absence) are to collate registers and check details of absent students with the attendance officers (who will verify known absences). Any students not accounted for must be identified and location known before returning into school.
9. All support staff are to assemble next to the entrance to Music. Administration staff will register all staff using the signing in/out system.
10. Any visitors must be accompanied/directed to the support staff assembly point and registered with the signing in/out book (or register from the meeting).
11. All ancillary staff including Bistro staff should also make their way to the nearest assembly point when the alarm sounds. They will be responsible for their own roll call and should follow guidance. They should remain on channel 1 until told to return to the building.
12.
  - a. In the event of the alarm sounding at morning break or lunchtime all staff must vacate the building and walk to the nearest assembly point to await further instructions.
  - b. If the alarm sounds during registration or tutor period, the teacher accompanies his/her form or tutor group to the assembly area using the nearest available exit.

- a. At the path Senior Staff, will supervise the movement of unaccompanied groups between the schools.
- b. On the MUGA form teachers will be responsible for checking their groups with the form registers.

The all-clear will be given only by the Headteacher, a Deputy or Assistant Headteacher and no one is to leave the assembly areas until this instruction has been given.

13. When the all-clear instruction has been given, teachers will lead pupils back into school at walking pace, in silence and in single file.

**Short range radios will tuned to Channel 1 and be held by:**

- All members of SLT
- Designated members of administration
- Pastoral Guidance Officers
- School Fire Officer (= premises Officer or designated site maintenance Officer)
- Site maintenance officer at L Block
- Site maintenance officer at U Block
- Carer of registered disabled person – were such person exists in school

**4.102 Disabled Evacuation Procedure**

- At admission, School to identify each person's access needs and discuss with LA agencies about any cases requiring specialist advice. If the person is not able to evacuate unaided, they must be assigned an assistant. Management to prepare a report highlighting access needs and associated evacuation procedures. A Personal Emergency Evacuation Plan (PEEP) will be completed for any student with a disability/restricted mobility as appropriate.
- Access should be restricted to those rooms from which he / she can safely be evacuated.
- Any person able to evacuate the building unaided should do so even if they occasionally use aids.
- On initial activation of the fire alarm, all able bodied persons must evacuate the room/building first.
- Those persons with a walking difficulty, should follow after the main group has evacuated the room/building. This would include persons using crutches for a temporary injury.
- N.B. All automatic fire doors will be in the closed position during a fire alarm.
- An assigned, able bodied person would wait and act as support and / or guide to those persons requiring assistance.
- Persons who require permanent assistance must be provide with a short range radio. Upon activation of the fire alarm, they should contact the School Fire Officer and agree upon a fire evacuation route. These routes are as follows.

**Disabled escape routes from ground floor of U Block:** External ramps situated:

1. ICT Corridor
2. Maths Corridor
3. Front of U Block

**Disabled escape routes from ground floor of L Block:** Lead to

1. External ramp at boys' toilet Corridor (past room L16, Languages)
2. External refuge area situated outside girls' toilet (past room L28 English).

**Use of Disabled Persons Lift and Evacuation from First Floor at L Block**

- The school lifts situated in U block and L Block should not be used in the event of a fire

- As part of the students individual PEEP refuge areas should be identified, and alternative evacuation procedures planned, such as the use of an evac chair.

### **Location of Refuge Areas**

1. First floor landing area at top of stairs (known as room 115 by Wigan LAPS).
2. At top of fire escape stairs at the back of room L50 (known as room 104 by Wigan LAPS).
3. At top of fire escape beyond room U45 (known as corridor 174 by Wigan LAPS)
4. Top of fire escape beyond room U27 (known as corridor 185 by Wigan LAPS)

### **4.103 Fire Alarm Glasses**

The following staff are to take responsibility for checking the glass outside their room **IMMEDIATELY** the alarm goes off, in order to try to pinpoint the culprit, and to report a false alarm.

Other staff who use these rooms should check the glass, if the alarm goes off whilst they are teaching there.

#### **L Block**

Room L29  
 Room L15  
 Main Entrance to L block  
 D&T Annexe  
 Room L55  
 Room L41  
 Room L50 / L54  
 Rooms L42  
 Rooms L53 and L43  
 Staff Room  
 Hall L32  
 Hall L09  
 Aspirations Centre  
 Inclusion & Wellbeing room  
 The Hive

#### **Staff Member**

Mrs Kirsten Eaton  
 Mr Gabriel Calwell/Lewis Cozens  
 Mrs Claire Taylor/Caretaker  
 Mr Tim McCarthy  
 Mrs Alison McLeod  
 Mr Phil Dean  
 Miss Penny Walmsley / Mrs Sarah Earner  
 Miss Anne Marie Kerswell  
 Mrs Ann-Marie Kerswell / Mrs Ruth Puzzar  
 Nearest available staff  
 Miss Nicola Flynn  
 Miss Amy Duffy / Miss Venessa Shakespeare  
 Mrs Michelle Pritchard  
 Staff member on duty  
 Mrs Bridget Moss or PGO or PM available

#### **U Block**

Room U20  
 Room U18  
 Room U14  
 Room U03  
 Room U09  
 Main Entrance  
 Room U37  
 Room S04  
 Room U44  
 Room U45  
 Room U32  
 Room U31  
 Sport Hall / Gym  
 Portacabin T1  
 Portacabin T2  
 Portacabin T3  
 Portacabin T4  
 Portacabin T5  
 Portacabin T6

#### **Staff Member**

Mrs Janet Madden/Mr Oliver Weight  
 Miss Helen Smith  
 Nearest staff member available  
 Mrs Jill Brooks/Mrs Laura Davies  
 Mr Jonathan Morgan  
 Mr Paul Shelton  
 Mrs Andrea Johnson  
 Mrs Clare Cottam/Science staff  
 Mr Robin Hurst  
 Mr Damien Monaghan  
 Mr Martyn Madren  
 Mr Lee Clarke  
 PE Staff  
 Mr Paul Shelton/Miss Alice Sharratt/Mrs Swaine  
 Mrs Emma Rooney/Mr Gabriel Calwell  
 Miss Alice Sharrat/Mr Gabriel Calwell  
 Mrs Claire Parry  
 Mrs Kirsten Eaton  
 Mrs Lauren Pickup



## **Leadership Group – Responsibility for Overseeing Fire Drills**

### **U BLOCK**

P McCaffery  
P. Shelton  
R. Ramsden

### **L BLOCK**

G Callwell  
V. Shakespeare  
B. Moss

Students found responsible for breaking alarm glasses should be taken immediately to the Headteacher or a Deputy Headteacher. If no culprit is found but a glass is broken please let the Head or a member of the Leadership Group know immediately where the breakage has occurred.

#### **4.105 Secondary Evacuation Procedure**

In the event of a real fire, it will be necessary to move pupils to one area away from the fire base. This will be the **Sports Hall**. Having assembled at the initial point, the Fire Marshall decides to do a secondary evacuation and gives the instruction. **All** students are moved to there and re-registered. They are released home or to parents when such decision is made.

#### **4.106 Fire Drills**

The School Fire Officer is to conduct a fire practice once per term. Fire alarms are to be tested weekly by the Fire Officer. All drills and tests to be recorded.

#### **4.2 Health/Safety Monitoring by Appointed Leadership Member**

To meet regularly to discuss, and to ensure good communication exists within the school regarding any relevant Health and Safety matters.

To note as they become aware of them, any known hazards, hazardous materials and substances, and reporting the same to all relevant people.

To discuss with the Headteacher their observations and recommendations on Health and Safety matters.

To liaise with Heads of Department/Faculty and to monitor and promote safety procedures and policy agreements.

To review with the Headteacher from time to time the provision of First Aid in school, and the fire and evacuation procedures.

To monitor any property survey of the school buildings and premises, and to ensure defects are reported accordingly.

To provide Governors' Buildings & Grounds Committee with reports on Health and Safety.

#### **4.3 Illness or Accident**

If anyone should become ill or suffer injury as a result of an accident the procedures below should be followed.

If a child is ill during the school day they must see their Pastoral Guidance Officer or Learning Manager to establish whether they need to go home.

#### **4.4 First Aid**

The following staff are first aid trained:

Name	Role	Location
Nicola Quinn	HLTA - Alternative Curriculum	Aspirations Centre
Sian Walsh	Pastoral Guidance Officer	Student Services
Lyndsey Ainscough	Attendance Manager	Attendance
Sue Wright	Admin Assistant	U Block Reception
Cheryl Green	Pastoral Guidance Officer	Student Services
Lynsey Aaron	Pastoral Guidance Officer	Student Services
Helen Hasleden	Pastoral Guidance Officer	Student Services
Emma Darbyshire	Pastoral Guidance Officer	Student Services
Gill Hughes	Finance Officer	U Block Reception
Richard Tonge	Reprographics	Reprographics
Barbara Markland	Technician Food (p/t)	Food Tech
Tyler Grundy	Cover Supervisor	Attendance
Angela Keegan	Admin Assistant	U Block Reception
Zoe Baybutt	Teacher	L Block if not in Lesson
Sally Hayes	Administration Assistant (p/t)	U Block Reception
Louise Brandwood Price	Combined Technician	DT Block
Pauline Birchall	Community & Work-Related Learning Coordinator	U Block Reception
Nadim Polemis	Reprographics	Reprographics

The following staff are **AWAITING** training:

Rob Sanderson	Exams	
Jason Hurley	Expressive Arts Technician	
Molly Marsh	Attendance Administration Assistant	Attendance

If a student or member of staff receives an injury then First Aid should be rendered, but only as far as knowledge and skill admit. The patient should be given all possible reassurances, and if absolutely necessary, removed from danger.

Head injuries should be notified to parents, regardless of severity, either by phone or note home. Teaching assistant, PGO's and Office staff are trained first aiders.

Students requiring **non-urgent** first aid should report to The Hive where a first aider will treat the casualty or contact the appropriate Pastoral Guidance Officer.

If **urgent**, staff should contact the nearest school office by phone or by sending a student to ask for first aid assistance. The office will then send a trained first aider with radio to attend. For all urgent first aid responses a defibrillator will be taken from the nearest office (L Block or U Block).

In an **emergency** contact an ambulance and follow the above guidance above for urgent situations.

**Defibrillators** are situated in L Block and U Block :

L block = Near SBM/Caretakers office at entrance to L block

U block = Attendance Office

All first aid trained staff are trained in the use of a defibrillator and should be called for immediately in an **emergency** situation.

**First Aid boxes** are readily available in school offices and main staffrooms.

They are also provided in each of the school's mini buses and are available for staff to take on school visits.

**Transport to hospital** generally staff should not take students to hospital in their own car. However, in an emergency it may be required. In such situations the member of staff should ensure they are accompanied by another adult. Where the headteacher considers it appropriate they should call for the assistance of an ambulance.

If an ambulance is required the emergency "999" service should be used. It may be appropriate to transport a student to casualty department without using the ambulance service but it should be noted that this should always be on a voluntary basis. (If a member of staff uses his own car for these purposes he must ensure that he/she has obtained specific cover from his/her insurance company). These will be cases of a less severe nature than those requiring transport by ambulance. Wherever possible no casualty should be allowed to travel to hospital unaccompanied, or remain there alone in the absence of a parent/guardian if there is any doubt about their fitness to do so. Parents/Guardians should be notified as soon as it is determined that a pupil needs to go to hospital. Parents should also be notified if a child receives an injury which does not warrant being taken to hospital, but which needs the immediate attention of a doctor.

**Accident Reporting** The reporting procedure will be in accordance with the policy laid down by the CCS and detailed in the Accident Form which should always be available in the school offices. Near misses should also be reported using the same form.

Where an accident has occurred because of a Health & Safety issue, it must be reported to the Premises Officer who will check and address the issue.

**Medication** Some pupils are required to take medicines whilst in school. These must be self-administered, or administered by designated (trained) staff e.g. in the case of anaphylaxis. Parents must give permission for such. Please refer to the school's Medicine policy.

#### **4.5 Smoking**

The school has a no smoking policy. All smoking is prohibited on school premises and during school visits/field trips. Please refer to the school's No Smoking Policy.

#### **4.6 Housekeeping**

It is essential regular inspections of departments are made in order to maintain tidy work areas, adequate storage and cleaning arrangements which conform to requirements. All materials and equipment are to be put away and stored safely after use. Clearing, maintenance and repair activities should not be carried out in the presence of pupils. All walkways, paths, stairways etc. to remain clear and unobstructed to provide a safe means of access.

#### **4.7 Training Arrangements**

Training must always be viewed as a constant requirement based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and re-training for existing staff. These may include induction training, informative/awareness training and specific “hands-on” training.

**Induction Training** will apply to new employees or transfer of employees. They will need to be shown over the department, be made aware of safety matters and procedures including fire precautions, first aid and welfare arrangements.

**Informative/Awareness Training** is a more in-depth approach, in-house training, showing staff what they must and must not do. Supervision may be provided until they gain an understanding of what is required.

**Specific Training** This is a “hands-on” approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their activities/tasks.

#### **4.8 Checking of Portable Equipment**

This will be completed on a regular basis by the site staff under the rolling programme arrangements. It is recommended that daily visual inspections are made by users and that any faults are reported immediately. No unauthorised equipment is to be brought into school.

#### **4.9 Plant/Machinery/Equipment**

The Governors recognise the need to determine safety requirements for:

- a) adequate and correct guarding of machinery
- b) general inspection of plant, machinery and equipment
- c) storage and transportation of toxic substances etc.
- d) disposal of waste substances and chemicals

The officers of the LEA will advise on these matters though Heads of Department should carry out periodical checks and inform the Headteacher of any likely hazards they become aware of. No machinery/equipment new or donated must be brought into school unless it has been cleared by a suitably qualified person.

#### **4.10 Control of Substances Hazardous to Health (COSHH)**

Caretakers and cleaners will store all substances in a safe manner. These substances will be kept out of reach of children. All staff are not to bring unauthorised chemicals into school. COSHH assessment is to be conducted by the Premises Officer and recorded.

In Science, such substances are to be kept in their own locked room and assessments carried out by Science technicians and recorded.

#### **4.11 Ladders and Access Equipment**

These are to be kept out of reach of children when not in use. They are to be checked every six months by the Premises Officer and results recorded. Faulty equipment will not be used until repaired.

#### **4.12 Lifting and Manual Equipment**

If required, staff are to carry out a manual handling risk assessment before lifting/moving equipment, furniture etc. Where possible, staff are to work in pairs or mechanical equipment to be used.

#### **4.13 Personal Protective Equipment**

Appropriate PPE, where provided, for use by pupils and staff, must be worn and used correctly. Any faults to be reported to the teacher in charge.

#### **4.14 VDU/DSE Users**

Regular users to have a risk assessment of their workstation and appropriate measures taken to minimise any hazard/risk.

#### **4.15 Noise and Vibration**

The Governors recognise there may be problems experienced involving noise and/or vibration. Staff will report any such case of excessive noise/vibration, when if required, necessary specialist advice will be sought to monitor the hazard.

#### **4.16 Contractors on Site**

All contractors entering or working on the school premises will be responsible to the Headteacher or Works Manager of the particular contract. All known contractors must be made aware of the person and point of contact at the school, the safe working arrangements required for the completion of the contract and the schools Health and Safety Policy. All contractors must sign the Asbestos register before carrying out any works.

#### **4.17 Field Trips**

The Co-ordinator for all Educational Visits is **Mrs Helen Smith**. Procedures for field trips and extra-curricular activities are outlined in the Educational Visits Policy and other guidelines produced by professional bodies. Risk assessments are to be carried prior to any excursions by the person who is the trip lead.

All such visits must be approved by the Headteacher at the planning stage with all relevant paperwork completed.

#### **4.18 Transport**

At all times, whenever vehicle transport is required to be used by the students and staff, all passengers, regardless of age, will be provided with one seat each, and seat belts will be worn.

#### **4.19 Work Experience**

Procedures for Work Experience will follow the guidance as provided on placement and inspection procedures.

#### **4.20 Use of School Premises Outside Hours**

The Governors recognise the need to inform users and set out policy arrangements when the school premises are used outside the normal school hours.

#### **4.21 Mobile Phones**

The use of mobile phones by students is prohibited. Staff to use phones in an emergency only. Phones with a photo facility must not be used in the presence of students.

#### **4.22 Jewellery**

Students are prohibited from wearing jewellery, which may cause them or others injury, particularly during physical activities and/or contact sports. Where jewellery is confiscated, it **must** be passed on to Head of Year as a matter of urgency for safekeeping.

#### **4.23 Supervision of pupils during non-curriculum time**

Supervision ration during play/lunch break will be 1 : 100. The Headteacher is responsible for appointing and briefing staff for supervision duties, welfare duties and responsibilities.

#### **4.24 P.E. Activities**

Supervision, conduct and use of equipment to be used within the guidelines laid down in the LEA manual, and BAALPA publications.

#### **4.25 Swimming**

During swimming activities, the staff/pupil ratio will not be greater than 1:20. At least one adult will be female. Transport arrangements will be in line with LA guidance.

#### **4.26 Violence to Staff**

Conduct a risk assessment and keep under regular review any risk of injury, physical or verbal, to the health and safety of staff. Appropriate control measures to be taken. All violent incidents to be investigated and reported to the LA Health & Safety Officer. School adheres to guidance issued in DfE Legal Toolkit.

#### **4.27 Alcohol and Drugs**

The school recognises that the provision of a safe and healthy working environment may be affected by those who misuse alcohol and drugs to such an extent that it may affect their performance, conduct and relationships at work. Against this background the school will promote the health and well-being of employees to minimise problems at work arising from the effect of alcohol or drugs.

#### **4.28 Stress at Work**

To support employees who raise concerns of stress at work through a risk based approach, so that appropriate steps may be taken to prevent the situation from continuing or escalating the school has a separate Stress Management Policy. The main emphasis of this policy is to manage work-related stress through the Health and Safety Executive Management Standards and through a five-step risk assessment process.

#### **4.29 Visitors**

All visitors to report to the school reception office at both the start and finish of their visit, and sign in using the inventory system. They will be issued with an ID badge and appropriate colour coded lanyard. During their visit they will be escorted around the school if no DBS is in place.

#### **4.30 Winter Gritting**

The Caretaker to order grit/rock-salt, prior to the winter season and when necessary grit the following areas to ensure safe access and egress.

- Footpaths
- Door entrances
- Playground(s)
- Car Parks

The school may be opened early to receive pupil's on days of very poor weather conditions.

#### **4.31 Risk Assessments**

All staff are to carry out appropriate risk assessments of the activities they undertake, record, and where necessary, inform other colleagues and the Headteacher.

#### **4.32 Premises Officer**

The Premises Officer will conduct inspections and monitor the maintenance of the premises, develop and implement appropriate safety procedures.

#### **4.33 Emergency Planning**

In the event of a critical incident e.g. fire, flu pandemic, terrorist attack the school will implement the emergency plan as directed by the Local Authority. Please refer to School Emergency Plan.

In the event of a critical incident 'Grab bags' are situated as follows:

Block	Area	Persons responsible
L Block	The Hive	Bridget Moss & Venessa Shakespeare
U Block	Attendance office	Paul McCaffery & Paul Shelton

#### **4.34 Covid-19**

A full risk assessment has been completed and shared with all staff, governors and unions. This risk assessment is a live document and is constantly updated.