



# LONGHILL

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HIGH SCHOOL

## Health and Safety Policy

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## General Policy Statement

The headteacher and governors of Longhill School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intent of the Headteacher Ms Williams, and governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access and egress to the premises. We will ensure that adequate information, instruction, training and supervision is provided to ensure that staff can carry out their work safely.

The headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include pupils, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the headteacher and governors will undertake to ensure compliance with policy and guidance produced by the Corporate Health & Safety team.

The headteacher and governors will ensure that adequate resources are identified for health and safety.

We believe that health and safety standards will be maintained only with the co-operation of all staff, pupils and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy.

It is the intention of the headteacher and governors that procedures to ensure relevant health and safety issues are embedded within the curriculum at all levels where appropriate.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

The policy will be reviewed annually and revised where necessary.

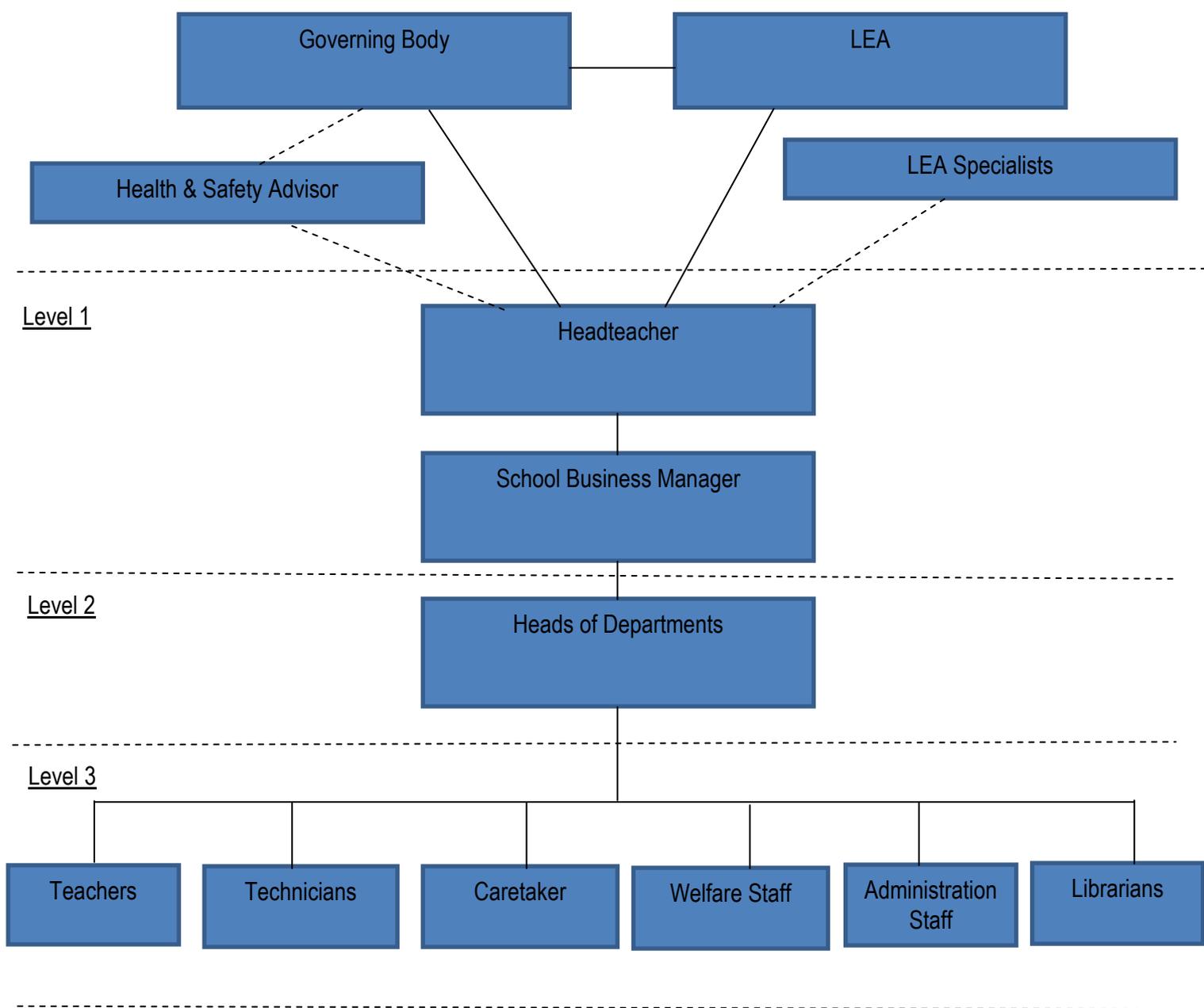
Signed  Headteacher Date 21.11.17

This policy was endorsed by the Governors at the P&F Meeting held on 7<sup>th</sup> November 2017

Signed  Chair of Governors Date 21/11/17

## 2. Organisation within the School to meet the requirements itemised under the General Policy Statement.

Ultimately the responsibility for all School organisation and activity rests by definition, with the Headteacher. However all staff have a responsibility towards safety with the specific lines of delegation being set out as shown below.



Adapted from a model published in "The Responsibilities of School Governors for Health and Safety" (HMSO)

### **3. Safety Responsibilities of Groups and Individual Members of Staff are as follows:**

#### **3.1 The Governing Body**

The Governing Body in its role as **controller of premises** will ensure, so far as is reasonably practicable, the health and safety at work of employees and others (e.g. contractors, students, visitors) in accordance with Section 2 and 4 of the Health & Safety at Work Act 1974.

In order to discharge this responsibility, the Governing Body will:

- a. Ensure that the LEA's Health and Safety Policy is complemented by the School's Health and Safety Policy, that these procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- b. Ensure that the policy contains rigorous and comprehensive systems for active monitoring (auditing health and safety management systems, inspections, risk assessments) and reactive monitoring (accident/incident investigation) and rectifying identified faults within the School.
- c. Ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- d. Receive reports at each meeting from the Health and Safety Committee in order to enable the Governing Body to monitor the adequacy of arrangements and take any action necessary.

#### **3.2 Headteacher**

The Headteacher has overall responsibility for safety policy, organisation and arrangements throughout the School and will:

- a. Make regular reports on safety matters to the Governing Body.
- b. Provide liaison with the Inspectors: LEA, DfE, and HSE with regard to safety aspects.
- c. Budget for safety and health matters.
- d. Nominate a Health and Safety Co-ordinator

The Headteacher will also:

- a. Review the Safety Policy, in conjunction with the Health and Safety Co-ordinator no less frequently than once every two years and when significant changes occur within the organisation of the school.
- b. Develop, introduce, maintain and review safety management procedures to ensure the school complies with legislative requirements and good industry practice e.g. risk assessments including fire, display screen equipment and manual handling.
- c. Ensure health and safety issues associated with major building projects are complied with.
- d. Ensure that health and safety is co-ordinated throughout the school.
- e. Ensure that all incidents that result in injuries, diseases and dangerous occurrences as classified under RIDDOR, are reported to Corporate Health & Safety and to monitor incidents to identify methods of reducing accidents
- f. Chair the Health and Safety Committee, or nominate a member of senior management team to undertake this activity (if in place within school).
- g. Ensure that all Health and Safety and Well Being Committee minutes with supporting documentation are forwarded to each the Governors Personnel and Finance meeting.
- h. Ensure, in conjunction with the Heads of Department, that health and safety is considered as an integral part of course syllabus both in the preparation of new course submissions and in their reviews.

- i. Identify staff training requirements, in conjunction with **the Health and Safety Co-ordinator and Deputy responsible for training** to allow the school to comply with legislative and good industry practice that relate to or affect health, safety and welfare.
- j. Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Safety Policy, School Codes of Practice or health and safety legislation.
- k. Ensure that Departmental Inspections are carried out at regular intervals and that necessary remedial action is carried out.
- l. Safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control. In particular he/she must ensure work complies with the Construction (Design and Management) Regulations.
- m. The provision and maintenance of all 'fire' equipment, and for the preparation and review of Fire Risk Assessments.
- n. Develop and establish emergency procedures, and organise fire evacuation practices within the school.
- o. Have a general oversight of health and first aid matters.
- p. Monitor the general safety programme.
- q. Publicize safety matters.
- r. Liaise with outside bodies concerned with safety and health.

**The Health and Safety Coordinator** will assume these duties in the absence of the Headteacher and has the authority to make and implement decisions throughout the school at any level if there is:

- immediate danger, or,
- dangerous practice, or
- breach of the law

### **3.3 Deputy Headteacher**

The Deputy Headteacher is responsible for staff training throughout the school and in particular is responsible, in consultation with the Headteacher and Health and Safety Co-ordinator, for the identification of and the organisation of health and safety training of sufficient numbers of staff to comply with legislative requirements and good industry practice. In particular s/he will ensure

- a. All full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire and accident reporting), and an introduction to the Safety Policy outlining restricted tasks and activities.
- b. Adequate numbers of staff are provided with appropriate training so that they may support the following management arrangements.
  - First aid
  - Fire and emergency evacuation
  - Risk assessments, including fire, display screen equipment, manual handling, hazardous substances and general risk assessments.
- c. Staff receive appropriate training so that they may carry out their work in a safe manner.
- d. Sufficient staff are adequately trained to undertake teaching duties that relate to or affect health, safety and welfare.

### **3.4 The Health & Safety Co-ordinator**

The Health and Safety Co-ordinator is responsible for the co-ordination of health and safety management throughout the School.

Additionally, the Health and Safety Co-ordinator will:

- a. Ensure that all Health and Safety and Well Being Committee minutes with supporting documentation are forwarded to each the Governors Personnel and Finance meeting.
- b. Assist with inspections and safety audits.
- c. Investigate and advise on hazards and precautions.
- d. Develop and establish emergency procedures, and organise fire evacuation practices within the school.
- e. Have a general oversight of health and first aid matters.
- f. Monitor the general safety programme.
- g. Make recommendations to **Ms Williams** for matters requiring immediate attention, e.g. safety reports.
- h. Make recommendations to **Ms Williams** on matters of safety policy in compliance with new and modified legislation.
- i. Publicise safety matters.
- j. Liaise with outside bodies concerned with safety and health e.g. Corporate Health and Safety team at Brighton and Hove City Council.
- k. Monitor accidents to identify methods of reducing accidents.

### **3.5 Educational Visits Co-ordinator**

- a. To be involved in educational visit management in order to ensure that the LEA Offsite Activities Guidance are followed.
- b. To work with group leaders to ensure that the aims of the educational visit are achievable and in line with those of the establishment.
- c. After discussion with the headteacher and governing body either approve proposal or submit Category 'C' activities proposal for approval to the Outdoor Education Adviser (OEA) at Carden Youth Office.
- d. Ensure that the schools educational visits meet the LEA requirements.
- e. To confirm that adequate risk assessments have been carried out.
- f. Support the headteacher in the management of and evaluation of educational visits.
- g. Confirm the leadership of the group is appropriate, this to include accompanying staff and volunteers.
- h. Confirm adequate first aid cover is provided.

### **3.6 Heads of Departments**

Each Head of Department is responsible to his or her manager for the provision of safe working conditions for staff and students and in particular to:

- a. Prepare reports on safety matters as requested for the meeting of the **School Health and Safety Committee**
- b. Nominate, in conjunction with his/her manager, teachers responsible for particular classrooms, laboratories and workshops and the associated equipment.
- c. Notify **the Health and Safety Co-Ordinator** of any proposed or impending changes affecting safety, health and welfare, in room allocation or usage.
- d. Ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified.
- e. Instigate and ensure that safety procedures are developed and adhered to for operations carried out within the section ensuring that these are in line with curriculum codes of practice issued by the LEA e.g. CLEAPSS.
- f. Carry out or allocate the undertaking of risk assessments which include manual handling, COSHH, and to ensure details are documented and that appropriate action is carried out.
- g. Ensure all portable electrical equipment is tested on a regular basis.
- h. Ensure all accidents within the section are recorded in line with school policy and investigate reports of accidents and dangerous occurrences in his/her designated areas.
- i. Ensure equipment, including personal protection equipment, is maintained in a safe

- condition and that substances hazardous to health are stored in a safe place.
- j. Identify staff development requirements with reference to health and safety.
  - k. Attend to defect reports and recommendations from the Headteacher, Staff, Safety Representatives and the Health and Safety Co-ordinator.
  - l. Budget for safety equipment for his/her designated areas.
  - m. Circulate publicity relating to safety matters to staff within their control.

### **3.7 Teachers**

Teachers are responsible to their Head of Department for the immediate safety of the students in his/her classroom, laboratory or workshop. Nominated teachers are responsible for particular classrooms, laboratories and workshops and their associated equipment and as such it is their responsibility to ensure that it is maintained to a high standard with respect to health and safety issues.

Additionally, each teacher will:

- a. Follow safe working procedures personally
- b. Give adequate safety information in lectures as required.
- c. See that special working procedures, protective clothing and equipment, etc., are provided and used where necessary
- d. Attend to general tidiness in the work area.
- e. Ensure that clear instructions and warnings are given, to students, verbally and in writing as often as necessary
- f. Report defects and make recommendations to their team leader where necessary.
- g. Ensure all accidents are recorded on the HS2 and HS3 incident forms and sent to Corporate Health & Safety within 5 days of the incident.

### **3.8 Technician/Teaching Assistant**

The technician/teaching assistant is immediately responsible to the teacher whilst the class is in session, otherwise his/her line manager

Additionally, the technician/ teaching assistants will:

- a. Follow safe working procedures personally.
- b. Be familiar with the general and particular safety rules that apply to his/her area of work.
- c. Maintain good housekeeping standards.
- d. Report defects to his/her line manager.

### **3.9 First Aid Co-ordinator (Personnel and Administration)**

The First Aid Co-ordinator, when on duty is responsible for supporting health and welfare issues within the School and in particular:

- a. To be responsible for attending to and monitoring student or visitor illness/injury and to refer students to their own doctor or hospital as appropriate.
- b. To maintain the school medical rooms and equipment.
- c. To monitor student health records prior to entry and to report/advise **The Health and Safety Coordinator** of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- d. To assist in the monitoring of first aid equipment and boxes on School site.
- e. To assist in the development and health promotion activities at the School.
- f. Ensure adequate numbers of staff are trained in first aid procedures and to co-ordinate the work of the First Aiders.
- g. To ensure the necessary records are maintained relating to accidents associated with the work of the school.

### **3.10 Library Assistant**

The School Librarian is responsible for discharge of the safety policy and for the general oversight of organisation and arrangements in the library areas of the School.

Additionally, they will:

- a. Maintain a section in the Library devoted to matters of safety, health and welfare.
- b. Provide safety bibliographies as required.
- c. Act as the central source for safety information.

### **3.11 Work Experience Coordinator**

The Work Experience Coordinator is responsible for developing procedures to ensure that students, placed with employers for work experience as part of his/her programme, are not subject to unacceptable risks and in particular he/she will ensure that:

- a. All work placement providers are assessed prior to use.
- b. Monitoring arrangements are in place to ensure standards are maintained.
- c. Assist in the assessment of placements where there are particular causes of concern.
- d. Ensure risk assessments are carried out for young people employed by or on work experience placement with the school.

### **3.12 Adult Education (Business Manager)**

The Adult Education Manager is responsible for ensuring that the standard of health and safety provision is maintained for those employed to support and those attending part-time courses at the school. In particular the Adult Education Manager will:

- a. Ensure that all part time-staff are familiar with the key elements within this Policy that will affect their work and safety e.g. emergency procedures.
- b. Ensure that staff used to support Adult Education courses are familiar with and comply with the relevant safety legislation relating to his/her subject area.
- c. Liaise with the site and curriculum managers to ensure that appropriate provisions are available to support the courses offered.

### **3.13 Course Leaders/Tutors**

The course leader has similar responsibilities to those of the teacher and in addition the course leader will:

- a. Ensure that each student receives a copy of, and understands the implications of the 'Students' Safety Policy' at the outset of his/her course.
- b. Include within the teaching programme of full-time and part-time courses, specific safety modules as appropriate to their area of study, e.g. DSE Workstation Set-up, Electricity at Work, Storage and Handling of Substances..
- c. Ensure that work experience employers are provided with written documentation indicating hazardous work areas/tasks that must not be undertaken by students unless proof of training/competence is available.

### **3.14 Managers within Support Departments**

Each manager is responsible to his/her line manager for the provision of safe conditions for staff, students and visitors and in particular:

- a. Attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Coordinator.
- b. Conduct regular inspections of his/her area of responsibility and rectify hazards

- identified from those inspections.
- c. Budget for safety equipment for his/her area of responsibility.
- d. Instigate and ensure that safety procedures are developed for operations carried out within his/her area of responsibility.
- e. Ensure that risk assessments, including manual handling, noise, COSHH, and display screen equipment assessments are undertaken and documented and that appropriate action is carried out.
- f. Ensure all portable electrical equipment is tested on a regular basis.
- g. Ensure all accidents within the area of responsibility are recorded on the relevant incident forms HS2 and/or HS3
- h. Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

**Premises Manager** is responsible for the testing of portable electrical appliances throughout the school.

### **3.15 Premises Manager**

- a. Reports on health and safety matters with respect to the School buildings and grounds are prepared.
- b. Routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- c. Ensure routine maintenance checks and temperature monitoring for *Legionella Pn.* are undertaken on the water system(s) and documented in line with council policy.
- d. Undertake termly premises inspections and keep records of any faults identified (if appropriate).
- e. Attend to defect reports and recommendations from the Headteacher, staff, Safety Representative and Health and Safety Coordinator.
- f. Ensure all portable electrical equipment is tested on a regular basis.
- g. Safety procedures are developed and adhered to for operations carried out within the School by his/her staff and by outside contractors under his/her control. In particular he/she must ensure work complies with the Construction (Design and Management) Regulations.
- h. When liaising with contractors, assume the duties as outlined in 3.17 below
- i. Keep records of hazards identified on site by staff and the remedial action taken and when.
- j. The provision and maintenance of all 'fire' equipment and for the preparation and review of Fire Risk Assessments.
- k. Ensure all accidents within the area of responsibility are recorded in line with the school policy.
- l. Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

### **3.16 Trade Union Safety Representatives**

In accordance with the Safety Representatives and Safety Committee Regulations the safety representatives will, where appointed:

- a. Represent the employees in consultation with the employer and with his/her representative; investigate potential hazards and dangerous occurrences at the workplace and examine the causes of accidents at the workplace.
- b. Investigate complaints by any employee he/she represents relating to health and safety and welfare at work.
- c. Represent employees in consultations with inspectors of the Health and Safety Executive (HSE) and of any other enforcing authority.
- d. Receive information from inspectors.
- e. Attend meetings of safety committees to which he/she is elected.
- f. Inspect the workplace if they have given the employer or his/her representative

reasonable notice in writing of their intention to do so and have not inspected it in the previous three months. He/she may carry out additional inspections where there are substantial changes in work conditions.

### 3.17 Staff Liaising with Contractors

Staff liaising with contractors carrying out work at the School should bear in mind that they have a responsibility to take appropriate action if they observe the contractor or his employees using any working practice or item of equipment which the member of staff considers to be dangerous or potentially dangerous. Such action could include reporting the matter to the Headteacher/Premises Manager/Caretaker for him/her to rectify or, failing that, reporting to **Health and Safety Co-Ordinator** and to Corporate Health & Safety.

Staff must ensure that contractors arriving at site, report to Reception and a nominated person ensures that the contractors are informed of any hazards on the school site e.g. asbestos. Approval must also be gained by the contractor to start work. Only those staff nominated by the Headteacher to liaise with the contractors must undertake this activity due to the procedures put in place by the school to implement the LEA Policy on Asbestos and the **Management of Contractors**.

### 3.18 Members of Staff Generally

Each member of staff is responsible for his or her personal safety and that of other persons in the School by the proper observation of School rules and procedures (e.g. by ensuring visitors report to the Reception Area on arrival at the school.

Staff are reminded of the general duty imposed by the Health and Safety at Work etc. Act 1974 at Sections 7 and 8 viz.:

*'It shall be the duty of every employee while at work*

- a) to take reasonable care for the health and safety of himself and other persons who may be affected by his acts or omissions at work, and,*
- b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.'*

*'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions,'*

Staff are also reminded that they must provide notice of 3 months if qualifications relating to Health and Safety issues are due to expire, e.g. First Aid.

### 3.19 Students

Each student is responsible for his/her personal safety and that of his/her colleagues by proper observation of School rules and procedures.

In particular, each student will:

- a. Observe standards of dress and behavior appropriate to the working situation.
- b. Heed warnings and observe rules and ask for such warnings and rules where they are not made obvious.
- c. Not willfully misuse, neglect or damage things provided for safety.
- d. Observe rules highlighted in the Students' Safety Policy.

#### 4. Health and Safety Committee

The Health, Safety and Welfare Committee representing the various groups within the School is comprised of -

Business Manager (Chair Person)  
2 Member of the Governing Body  
Premises Manager  
2 Union Representatives (Teaching and Non Teaching)  
Health and Safety Co-ordinator  
Union Safety Representatives (1 representative from each of the recognised staff unions)  
Site Manger/Caretaker  
One student who must normally be an officer of the Student Committee (if appropriate)

*Where possible efforts must be made to ensure as wide a spread of curriculum and support areas of the school are represented.*

**4.1 Overall Function and Objective:** To provision of effective communication and consultation between management and employees in order that the health, safety and welfare policy is properly maintained and developed.

#### 4.2 Specific Functions:

- To consider information, statistics and reports relating to health, safety and welfare matters affecting the operational area within the purview of the Committee generally and to make recommendations/observations to the Board of Governors accordingly.
- To consider and make recommendations to the Board of Governors regarding individual health and safety problems which have not been resolved at operational management/ safety representative level, or at section level.

*Note: The School Health and Safety Committee, before considering any individual health, safety and welfare problem, shall satisfy itself that all possible steps have been taken to resolve the problem at departmental/ section level. The Committee shall normally not consider such cases until the above action has been taken. In the event of a safety matter not being resolved within the Committee, any representative is free to take the matter up with the Governing Body through his/her staff representative.*

- To develop policy to improve and maintain health and safety issues for staff and students.
- To encourage the implementation and maintenance of effective safety rules and practices at departmental level.
- To encourage effective communication regarding health, safety and welfare matters.

#### 5. Crisis Management

A crisis management team has been set up to assist in the reduction of major hazards and risks and to action a recovery plan in the event of a serious accident.

#### 5.1 Crisis Management Team:

The Headteacher  
Deputy Headteacher  
Assistant Head Teachers  
Health and Safety Co-ordinator

## 5.2 **Function of the Crisis Management Team:**

- To act as the decision-making authority for the management of an incident.
- To develop the procedures and practices to be used for handling emergency situations and communicating these to all employees of the organisation.
- To establish and maintain a crisis management centre. The centre will have the necessary equipment available for rapid activation during an emergency. The equipment includes communications equipment, emergency plans and procedures, a log to record all actions taken during the crisis, necessary office equipment and supplies and appropriate maps and building plans.
- To assess the nature, degree and likelihood of threats to the organisation's interests (personnel, facilities, information and other assets) in order to determine the vulnerability to those threats of the organisation's personnel, facilities or assets.
- To test the crisis management plan on a regular basis to ensure that it is feasible and realistic. Whenever the plan is found to be deficient immediate corrections will be made.

## 6. **General Emergency Procedures Relating to Emergencies on the School Campus.**

The summoning of emergency services is via **The Health and Safety Coordinator**. The **Health and Safety Coordinator** will also contact:

A member of the Senior Management Team	for information
Deputy Headteacher	if students are involved
Site Manager/Caretaker	if building access is required or if it is necessary to isolate electrical supplies.

Out of school hours, please contact emergency services by dialling 9 - 999 and the on-duty member of the site team.

In the event of a major disaster the Crisis Management Team and Emergency Planning Officer tel 292253 and the MIST - Major Incident Strategic Team must be alerted.

## 7. **Fire Procedures** – (See also the LEA Policy on Fire)

The signal for evacuation will be the continuous ringing of the fire bell. Always evacuate the school if the fire alarm sounds – assume every alarm could be for real. Never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, leave the room you are in and proceed to the nearest safe exit out of the building, switching off the lights, closing the doors and windows as exiting the room if safe to do so.

Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the pupils at the assembly point. Check that all pupils/visitors/volunteer helpers, etc are accounted for.

**Assembly Points:** **On the school field**

**A member of the student services team** must take the registers and visitors book.

Staff must report to the senior member of staff whether all of their pupils/visitors/volunteer helpers, etc are safely out of the building.

**Each teacher** must know the correct route for evacuating the class which they are teaching, and it is the responsibility of the Health and safety Coordinator to define the route and inform all members of staff. They are responsible for maintaining clear access to that escape routes at all times, and for helping to maintain access to the other escape routes. Teachers will be responsible for evacuating volunteer helpers or other visitors to their classrooms in times of emergencies.

**Each MDSA** must know the correct method for evacuating the building at lunchtime. This information will be conveyed by the Headteacher who will ensure that there is a lunchtime practice at least **yearly**.

The **school fire marshals** will check the toilets. The Site Manager/Caretaker will arrange staff to cut off supplies of gas and/or electricity should the need arise.

**The Headteacher** will organize fire drills as appropriate, but at least once a term, and (ideally) before the end of the first week of each term. Each fire drill will be recorded in the fire log and monitored for effectiveness by the Headteacher.

The extinguishers, hoses, emergency lighting etc will be serviced and maintained as part of an annual contract. This contract will be monitored via the premises inspection. Any faults must be reported to the Premises Manager for immediate remedial action. Emergency evacuation notices are displayed in all classrooms. The Headteacher will ensure that these notices are displayed in classrooms and in other prominent positions as part of the premises inspection.

**Any pupil with special needs** must be given special consideration by their classteacher as to whether or not an individual evacuation plan is required. This will need to be devised with the Headteacher, if the classteacher or SENCO identify a particular problem.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

## **8. Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Police, LEA and Fire Brigade and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc by an appropriate means.

Any member of staff who receives information regarding a bomb on-site or identify any suspicious packages/items must immediately inform the headteacher or a member of senior management in their absence.

## **9. First Aid Procedure – (see also LEA Policy on the Provision of First Aid)**

There will be at least **four** people on the staff who will have a current first aid training, with the aim that there should be **one** qualified first aiders at all times.

The named first aiders for the school are listed in Appendix A at the end of this document and also published in school on the **public drive**.

First aid boxes are kept **in student services, in the Deans Leisure Cen, in the premises office, in**

the science department, in the technology department and in the PE department. The First Aid Co-ordinator provides first aid support and maintains a central supply of first aid materials to supplement first aid boxes. Parents will be expected to inform the school if their child has an allergy and a list of any such children will be kept and displayed.

All injuries which come to staff attention, no matter how slight, should be recorded in the First Aid Book and/or HS2 Incident form.

#### **10. Accident Recording and Reporting** - (see also the LEA Policy on Accident Reporting and Investigation)

***In the event of an accident the following procedure must be followed:***

- Render any equipment inoperative.
- Summon assistance.
- If the injury is of a minor nature ensure follow-up treatment is carried out by reporting to the qualified First Aider.
- If the injury is of a major nature then an ambulance should be summoned immediately without undue delay attempting to contact parents or guardians.
- If the injured is mobile then he/she should be taken for emergency treatment to the Hospital. **Health and Safety Coordinator** is responsible for arranging for a member of staff to transport the student/staff to hospital.

No student may be sent to hospital unless accompanied by an adult. Every effort should be made to contact parents or careers in time for them to accompany the casualty or meet the ambulance at the hospital; but removal should not be delayed on this account. Where a student is sent to hospital before parents have been informed the school office must be made aware of this and they will continue trying to contact the parent. Where an accompanying adult is delayed at the hospital pending parental arrival, emergency cover must be arranged by the Headteacher or Health and Safety Co-ordinator. Where necessary, eventual recovery to School can be by taxi and reimbursement claimed in the usual way.

Where time permits the casualty should be accompanied to hospital by a written report of circumstances, to assist diagnosis and treatment, and a printout of the pupils medical history can always be obtained from **Student Services**. Where appropriate, COSHH product safety data sheets may also be required. However evacuation should never be delayed by the absence of any of these purely supportive documents.

All staff must report any accident (or near misses) involves either themselves, visitors or volunteer helpers by recording the details on the HS2 incident form. Pupil accidents depending on the severity will be reported in the First Aid book and on the HS2 incident form.

**The Health and Safety Coordinator** will ensure that these forms are forwarded to Corporate Health and Safety team at Brighton and Hove City Council within 5 days of the incident. As the LEA is obliged to report certain categories of injury or dangerous occurrence to the Health and Safety Executive (HSE) it is important that Corporate Health & Safety are notified at the earliest opportunity of accidents or incidents that are of a serious nature to determine if the HSE should be informed.

All accidents will be investigated to prevent re-occurrence on part B of the HS2 form. Accidents as identified by the LEA Policy on Accident Reporting will also be investigated and the HS2 incident form must be completed and forwarded to Corporate Health and Safety. **The Health and Safety Coordinator** will monitor the accidents to identify trends. The Governors sub committee will also receive information on accidents on a termly basis. Corporate Health & Safety will investigate certain incidents/accidents following receipt of the HS2or HS3 form.

## **11. Health Issues**

### **11.1 Smoking.** – (see also the Council Policy on No Smoking)

In an effort to reduce the risk to health from passive smoking, **there is a No Smoking Policy.**

### **11.2 Alcohol and Drug Abuse.** – (see also the Council Policy on Drugs and Alcohol)

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents both to themselves and to colleagues. To minimize the probability of accidents from alcohol or drug abuse, staff whose judgment is impaired will be excluded from work and will be subject to disciplinary procedures.

If you are feeling depressed or anxious about either your work or social situation alcohol or drugs will not provide a long term solution. For help contact The Staff Welfare Counseling Services, tel; 0800 174319 will provide confidential help and support.

Some drugs prescribed for medical reasons are likely to impair judgment and lower concentration. If you feel you are affected when on medication please inform your line manager so that additional arrangements may be made to safeguard you while at work.

### **11.3 Stress.** – (see also the Council Policy on Stress)

Stress has been shown to result in “physical symptoms” such as exhaustion, poor sleep, anxiety, palpitations, hyperventilation, and general malaise.

Studies have shown that excessive workloads can be directly linked to stress and ill-health. It has also been shown that levels of stress are generally higher amongst workers who have a high workload, little control over the speed at which it is presented to them, and how they choose to deal with it.

If you have any concerns regarding your workload and the effects it may be having on your health then do not hesitate to discuss these with your manager. If you do not wish to discuss a particular problem with your line manager then the Staff Welfare Counselling Services, tel; 0800 174319 is available to staff. All discussions are confidential and as such no other member of staff will be informed of any meetings unless with your consent.

The schools Well Being Committee will carry out an annual Well Being survey for staff. The survey used will be the HSE Well Being Survey.

### **11.4 Expectant Mothers.** - (See also Council Policy on New and Expectant Mothers)

Pregnancy should not be equated with ill health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety management procedures.

Many women work while they are pregnant and many return to work while they are still breast feeding. Some hazards in the work place may affect the health and safety of new and expectant mothers and of their children. The policy sets out the known risks to new and expectant mothers and gives advice on what needs to be done to comply with the law.

#### **Procedure**

- Female staff (full and part-time) are required to inform their Line Manager and Human resources as soon as possible and in writing when pregnancy has been confirmed.
- The Line Manager will undertake a risk assessment of the employee work

activity to ensure no risk to the health of the employee or the unborn child. Copies of the Risk Assessment will be kept and will be reviewed if circumstances surrounding the pregnancy alter in any way.

- The Health and Safety Co-ordinator is available to give advice at any stage of the process, but the general principles of common risk assessment will apply.

## **12. Risk Assessments and Guidance Notes/ School Codes of Practice.** – (see also Council Policy on Risk Assessment)

Specific risk assessments are required for activities involving fire, manual handling, substances and the use of display screen equipment while more general risk assessments must be completed for those activities where specific assessments have not been carried out.

Although risk assessments relating to most activities of the school will have been or will be completed on your behalf, all staff have a responsibility to make themselves familiar with both the general and the specific risk assessments relating to your area of work. Copies of these assessments are held on the school public drive.

The following staff will complete risk assessments for the areas highlighted below:

- Premises Premises Manager
- Curriculum Heads of Departments
- Off-site Visits Group Leader
- Longhill Sports Centre Longhill Sports Centre Manager
- The Focus Centre Assistant Head Teacher Responsible
- General Health and Safety Coordinator

Areas of work or activities that are deemed to be more hazardous are likely to have detailed, documented arrangements to minimise the associated risks. It is the responsibility of staff to make yourself aware of the contents of those relating to your area of work.

Various Codes of Safe Working Practice and guidance issued by the Department for Education and Skills are available either in School or by accessing on the Web. Appropriate information is also held at Departmental level. All new and existing staff should be aware of the contents relevant to them.

### **Departmental Codes of Practice**

CLEAPSS

### **DES Safety Series Booklets**

Safety in Outdoor Pursuits  
Safety in Practical Departments  
Safety in Physical Education  
Safety in Further Education  
Safety at School: General Advice  
Safety in Science Laboratories

The LEA has published guidance on Off-site Activities which details clear procedures to be followed when planning and arranging a visit.

### **12.1 Departmental Health and Safety Policies**

Within this establishment activities, processes or equipment which require safe working procedures, and which are not referred to in the documents mentioned in paragraph are featured within Departmental Health and Safety policies.

All Heads of Department are responsible for drawing up and maintaining policies for Health and Safety within their Departments. These policies will be consistent with the School Policy and will reflect the specific needs, practices and hazards relating to the Department.

These Departmental Policies will be part of the Departmental Guidelines issued to all members of staff teaching or working within the Department and lodged with the Deputy/Assistant Headteacher.

Copies of the Departmental Health and Safety Policy will be lodged in addition with the Co-ordinator for Health and Safety and with the Headteacher.

### **13. Specific Hazards**

Schools are not generally considered as dangerous places to work in, but they can still create risk of injury or to health. The hazards relevant to this school are detailed below along with the safe procedures put in place to manage the risk.

#### **13.1 Display screen equipment.** – (see also Council Policy on Display Screen Equipment)

All staff who use PCs must complete the Workstation Assessment Checklist to be returned to **Admin Office Manager**.

DSE ‘users’ (i.e. use a computer continuously for one hour or more and have no discretion on using the equipment) are entitled, if they wish to an eyesight test, particularly if they are experiencing visual difficulties associated with the use of DSE, and if they request it. The optician’s fee for the eyesight test will be reimbursed by the school to a maximum of £16.50.

#### **13.2 Electrical Equipment.** – (see also Council Policy on Electricity)

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Any pupil or volunteer who handles electrical appliances does so under the supervision of the member of staff who so directs them.

All electrical equipment is checked annually under the terms of the maintenance contract. **The Premises Manager** is responsible for maintaining accurate records and ensuring that all equipment in current use is checked and for making arrangements for the equipment to be accessible.

If there is any doubt about the safety of the equipment it will not be used. Any potential hazards will be reported to **The Health and Safety Coordinator** immediately.

The headteacher must be aware of, and approve the use of any item being brought into schools by a member of staff, volunteer or a pupil.

#### **13.3 Machinery and Equipment.** (see also Council Policy on Work Equipment)

There is a list of all equipment owned by the school and this is kept by individual departments. Maintenance schedules are in place to ensure that all equipment is safe. Guidance notes will be kept individually by departments on the relevant machinery and equipment used by their staff and pupils.

Where manufacturer’s instructions are not available, the Head of Department, as appropriate, will prepare instructions for maintaining the equipment, for machinery and will liaise with the Health and Safety Co-ordinator to obtain such advice as may be needed for preparing those instructions. A copy of the instruction will be exhibited close to the equipment or machinery to which it relates.

#### **13.4 Manual Handling.** (see also Council Policy on Manual Handling)

All equipment must be moved safely. Large pieces of equipment will only be moved by people who have received training. PE equipment may be moved by pupils but they must be given clear instruction in the correct way to lift and handles items. There must always be at least 2 pupils per piece of equipment or mat. Close supervision is appropriate at all times.

**The Premises Manager** will be responsible for undertaking risk assessments for manual handling tasks. Training will be offered to those staff who are expected to lift objects. If you are apprehensive about your capability to move goods, equipment or furniture, please either ask for help or do not undertake the activity.

Where lifting equipment is provided, only those members of staff who have been trained in the use of the equipment may undertake this activity. These must be checked every six months by a competent person.

#### **13.5 Housekeeping.** (see also Council Policy on the Workplace Regulations)

The risk of injury within the workplace is most likely to be caused by the more mundane hazards as a result of poor housekeeping. Trips and falls can be caused by trailing cables, objects left on floors, traffic routes blocked within the classroom. It the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The caretaker will undertake an inspection whilst opening the school each morning to ensure that communal areas are free from trip hazards, etc. The caretaker will report all hazards, obstructions, defects or maintenance requirements to the Headteacher. It is the duty of all staff to be vigilant and aware of possible hazards.

The school will be cleaned as per the cleaning schedule and will be monitored by the Headteacher. All waste will be disposed of according to appropriate health and safety guidelines.

#### **13.6 Violence At Work**

All staff must report to **Mr C Kibble (Inclusion Manager)** any incident of aggression or violence (or near misses) directed to themselves from any source. All incidents of violence will be reported to the Corporate Health and Safety team at Kings House, Room 411, Brighton on the HS3 Verbal abuse/violent incident form.

#### **13.7 Off-site Visits** (see also Council guidance on Off-site Visits)

The school has a separate policy on Off-site visits. Staff must ensure that prior to planning or accompanying an off-site visit, that they are aware of the school and LEA policy on educational visits.

#### **13.8 Hazardous Substances** (see also Council Policy on Hazardous Substances)

Responsibility for implementation of the COSHH Regulations and for their annual review and (where necessary) updating has been delegated to Heads of Departments where technical considerations so require. The Heads of Departments concerned are those for CDT, Art, Science, Reprographics and the Caretaker.

The law requires that any substance used in the school must have a product safety data sheet, and that hazard and risk assessments for that substance be carried out, maintained in written form, and available to the users.

Inspections take place to:

- Identify all substances used;
- Assess the level of risk to health;
- Eliminate the use of substances or substitute a safer alternative;
- Introduce and monitor control measures to prevent risk.

A record of the arrangements currently in force will be maintained by the Health and Safety Co-ordinator. It may be inspected by the staff (or, indeed, by the Health and Safety Executive) at any time.

Any colleague unsure of their position in relation to the COSHH Regulations may consult the Health & Safety Co-ordinator.

All colleagues have a statutory duty to assist the Head of Establishment in the observance of these Regulations.

### **13.9 Radiation**

The Science Department holds a selection of radioactive substances. A Radiation Protection Officer has been nominated within the school along with a Radiation Protection Adviser for the LEA, contact Linda Ellis for further details. The role of the Radiation Protection Officer is to ensure that the school complies with the Ionising Radiations Regulations 1999.

#### **13.11 Noise at Work**

All members of staff need to be aware of “nuisance noise” and respect the needs of others in the school. Common sense and courtesy by all members of staff, pupils and visitors to the school will prevent problems arising.

Any member of staff, or visitor detecting a potential problem will report immediately to **the Health and Safety Coordinator**.

#### **13.10 Lettings**

If the school is let, the Headteacher must be satisfied that the hiring organisation will use the premises in a safe manner. A signed, written letting agreement will be completed and copies kept.

### **14. Use of Minibuses and Other Vehicles (if appropriate)**

The Guidelines for Minibus Operation apply to all minibuses and other large passenger-carrying vehicles e.g. people carriers and are also the minimum standards to be applied to any vehicle hired for use on School business.

**Eligibility to Drive** – All drivers must:

- Under Brighton and Hove City Council (BHCC) policy, drivers of school minibuses must hold a license with a D1 category to drive a minibus. Drivers that have passed the driving test before 1st January 1997 will automatically have D1 entitlement. Drivers who passed their test after the 1st January 1997 are required to take the DSA Minibus PCV Test.
- BHCC requires all drivers (whether driving a minibus or MPV) to undertake theory and practical Minibus Driver Training and Assessment, which is delivered by qualified DSA Approved Driving Instructors who also hold a PCV license.
- Minibus and MPV training and assessment must be retaken once every 3 years.

- Drivers must be aged between 23 years and under 65 years (Drivers over 65 must have an annual DVLA PCV Medical Report Form D4 completed and signed by their GP and be assessed driving a minibus by an ESCC and DSA PCV Approved Driving Instructor.
- Held a full driving license for at least 3 years without a fault claim or conviction.
- All schools who employ staff to drive a minibus or who wish to charge passengers for carriage on the vehicle must have a Section 19 Permit for each minibus.

Drivers of vehicles on the School campus are subject to all normal regulations including the wearing of seat belts and crash helmets. A speed limit of 10 mph is imposed on vehicles on the site. Drivers of all vehicles, whether car or motor cycle must not drive carelessly or inconsiderately on any occasion.

Procedures are in place to notify **the premises team** of any faults identified with the minibus. Guidance notes on what to do in case of an accident are kept in the glove compartment of the minibus.

#### **15. Administration of Medicines** (see also Council Policy on the Administration of Medicines)

**Administrations Manager** will administer medicines and keep a record that they have been given. We must stress that children should not be at school if they are unwell and if at all possible, children should receive their medication at home.

Medication will only be given if prescribed by the doctor and the appropriate form has been completed or a clear written message is received in school. If a child arrives at school with medication and no written instructions or authorization, a telephone authorization will be accepted for one day only.

Drugs to be given should be sent to the school as a single dose, wherever possible, clearly marked with the name of the child. They will be stored securely in the office.

Inhalers for asthmatics will be kept in the office but available for immediate use. This is in order to prevent damage or loss which might occur if they are kept on a child's person, to allow an accurate record of usage to be kept and for the safety of other pupils in the school.

Each parent will be issued with a copy of this statement at the beginning of each school year.

#### **16. Training and Information.**

Every member of staff will have a copy of this document and will complete an induction programme in order to ensure that they are informed of key information.

The Headteacher will:

- inform staff of any changes in the policy;
- assess the training requirements of the staff and integrate those needs onto the school development plan to inform governors;
- assess the training needs of new members of staff.

Every member of staff will be made aware of the LEA policy on health and safety and will be shown how to access the document via Education On-line. If any member of staff feels the need for training they must alert the senior management team.

The school has developed a supply teacher's pack and this will be issued to all supply staff that

includes health and safety information.

## **17. Monitoring Health and Safety**

Health and safety standards must be monitored by the senior management team in conjunction with the school governors by the following:

- SLT will include health and safety as part of the agenda of their regular meetings;
- The Health and Safety Committee will meet once a term and carry out inspection once a term
- The Well Being Committee will meet once a term and carry out an annual Well Being Survey;
- The governors agenda and headteacher's report to the governors will both have health and safety as standing agenda items.

**17.1 Inspections.** To maintain and improve standards throughout the school a termly premises inspection will take place and records kept. The school will be inspected by **Governors Sub-Committee/Caretaker and Health and Safety Coordinator**.

**17.2 Auditing.** As a means of confirming that the necessary systems to comply with legislation are in place and are being followed the LEA will complete a health and safety audit every 4 years. The action points identified through the audit will form part of the school development plan.

## **18. Visitors**

The Headteacher and governors must accept the responsibility for health and safety of visitors to the school, including contractors.

All visitors to the school will be asked to sign in at the school office and sign out when they leave. Each classteacher will accept responsibility for specific volunteers or visitors including checking that they are aware of emergency procedures and supervising their evacuation in case of an emergency.

**The Health and Safety Coordinator** will ensure that volunteers have the necessary safety information.

## **19. Trade Union Safety Representatives**

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training. The trade union safety representative will consult the headteacher on any relevant health and safety matters.

## **20. Record Keeping**

In the previous sections reference has been made in various places to record keeping. There follows a list of those responsible for maintaining such records and where they are kept.

<b>Records of</b>	<b>Produced by</b>	<b>Where kept</b>
Accidents on site	Student services	Hard copies on file in student services and electronically P:/Staff/Health & Safety/Accident Reports
First Aid administered	Student Services	M:/Student Services/
Medicines administered	Student Services	M:/Student Services/
Risk Assessments	Department Heads/H&S Co-ordinator/Finance Officer	P:/Staff/Health & Safety/Risk Assessments
COSHH Assessments	Department Heads/H&S Co-ordinator	P:/Staff/Health & Safety/Risk Assessments
Maintenance of machinery and Equipment	Head of Relevant Departments	Check with Premises Manager
Electrical Tests	LEA Approved contractor	Check with Premises Manager
DSE Assessments	Admin department	Check with Admin Manager
Manual Handling Assessments	Heads of relevant departments	P:/Staff/Health & Safety/Risk Assessments
Training of staff & Students	Heads of relevant departments	Centralized on Admin drive
Violent Incidents	Chris Kibble (Inclusion Manager)	Check with Matt Kelly
Testing of Equipment	Premises	P:/Staff/Departments/Premises/PAT Testing
Accident Investigation	Department Heads/H&S Co-ordinator	P:/Staff/Health & Safety/Accident Reports
Legionella	Premises	Check with Premises Manager
Asbestos	Premises and B&H Systems	Check with Premises Manager
Fire records	Premises and H&S Co-ordinator	P:/Staff/Health & Safety/Fire/0Fire ALARM RECORDS - NEW
Fire Alarm records	Electronic forms	P:/Staff/Health & Safety/Accident Reports

## **21. Safety Policy Review**

The school acknowledges that the Safety Policy is a working document that includes details of policy and procedures relating to health and safety issues.

The school will constantly monitor and update the Policy as appropriate and will undertake a formal review on a bi-annual basis seeking endorsement from the Board of Governors.

## Appendix A

### List of Useful Contacts in School

Health and Safety Co-ordinator – Mr J Hollingworth

Health and Safety Governor – Mr D Watts, A N Other

Educational Visits Co-ordinator – Mr J Hollingworth/Mrs Kim Hazell

First Aid Co-ordinator – Mr J Hollingworth

First Aiders – Lorraine Keely, Karen O'Meara, Jane Rees, Leanne Phair, Donna Rhodes, Alistair Pringle, Christian Fallick, Debbie Winfield, Rebecca Denyer, Lucy O'Connor, Gary Dove, George Stinton, Samantha Marten, Kerry Hosty, Olivia Bowman, Ryan Powell, Allan Parker-Read, Emeline Perronno, Pam Stallard, Gemma Kirton, Jo Noble, Sam Keating, Nick Rolf, Dave Grier, Lee Tester, Andy Dodd, Chris Dutton, Kirsten Abingdon, Laura Molloy, Sue Magee, Ann Jefferies.(31)

Fire Wardens – Ray Thomson, Jim Tucknott, Conrad Coombs, Julian Shepard, James Arnold, A N Other ICT Technician, A N Other Technology Technician, Jackie Manville, Chris Dutton, Nick Turner and SLT when required.

The Evacu-chair trained members of staff are Lee Tester, Lisa Dickenson, Allan Parker-Read, George Sinton, Siobhan Hewitt, Teresa Brown, Ray Thomson, Lynn Foy, Gary Dove, Jordan Wilson. This should be reviewed annually by the school.

Person responsible for reporting Accidents/incidents – Mr J Hollingworth

Premises Co-ordinator – Mr R Thomson

Work Experience Co-ordinator – Mr B Holland

Trade Union Safety Representatives – Mr Jon Wison

Radiation Protection Officer – Mr P Doe

Health and Safety Committee

Mr Frank Lawrenson

Mr Dave Watts

Mr Ray Thomson

Mr Jimmy Hollingworth

Mr Jon Wilson (Union Rep)

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