

STOWUPLAND HIGH SCHOOL



Health and Safety Arrangements

History:

Adoption / Review	Committee	Lead Personnel	Review Date
18/09/06 (issue 1)	Full Governors		Autumn Term 2007
03/12/07 (issue 2)	Premises Committee	Business Manager	Autumn Term 2009
18/11/09	Premises Committee	Business Manager	Spring Term 2012
29/02/2012	Premises Committee	Business Manager	Spring Term 2015
Autumn 2015	Premises, H&S	Business Manager	Autumn 2018
Autumn 2018	Premises, H&S	Business Manager	Autumn 2021

Contents

Item:

- 1 Health and Safety Arrangements
- 2 Communication & Information Management
- 3 Critical Incident Management and Temporary Staff Absence
- 4 Health & Safety Induction Training
 - Routine Updating Training
- 5 Personal Safety Procedures, Schoolsafe and Control of Violence
- 6 Planned Safety Checks
 - Procedures
 - Equipment
 - Premises
- 7 Incident Reporting / Investigation
- 8 Coordination of Risk Assessment Work
- 9 Fire Procedures
- 10 Locally Organised Premises Maintenance, Repair and Improvement
- 11 First Aid: Training and Equipment
- 12 Vehicle Control and Pedestrian Safety
- 13 Education Visits Coordinator
- 14 Stress and Well Being
- 15 School Minibus
- 16 Child Protection Procedures
- 17 Supporting Students with Medical Needs
- 18 Premises Security and Visitor Safety
- 19 Contractors On-Site
- 20 External Support and Assistance
- 21 Lettings

1. Health and Safety Arrangements

Please refer to the Staff Handbook for individual responsibilities. Science, Design Technology, Art and Sport carry specific risks associated with practical work and are the subject of extensive additional guidance for which heads of department are responsible and to which they must respond.

The Head Teacher presents in the autumn term an Annual Report to the whole Governing Body which is in the recommended format for health and safety purposes.

The Health and Safety Policy, Organisation Responsibilities and Arrangements are working documents, and are continually under review, in conjunction with termly meetings of the Governors' Premises Committee and the Health and Safety Group. Supplemental Guidance documents and codes of practice will also be regularly reviewed and where appropriate further guidance notes will be issued in relation to particular work activities or changes in Health and Safety legislation.

The Governors' Premises Committee reviews the school's incident records for each term, and each year, to identify any patterns or other indicators that may require senior leadership attention.

2. Communication and Information Management:

The 'School's Choice' Local Authority website is routinely checked by the Business Manager for health and safety updates.

The school has a system to ensure relevant health and safety information is passed on to the relevant people within the school. The curriculum subject specific information is kept and stored for reference. Heads of Department or Subject Co-ordinators must acknowledge their specific responsibility for managing curriculum subject specific information, as well as ensuring that the school's Health and Safety Committee or Local Health and Safety Co-ordinator are informed about any new information and or guidance received.

A copy of the School's Health & Safety Policy is displayed in the Front Reception Area.

A copy of the "Health and Safety Law – What you should know" poster is displayed in Front Reception Office.

3. Critical Incident Management and Temporary Staff Absences

County guidelines are followed and staff will be made aware of the current advice (refer to Staff Handbook for further details).

The School has made reliable arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

4. Health and Safety Training

4.1 Induction Training

All staff to receive appropriate induction training; including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, must complete a comprehensive induction.

The general checklist for use with employees will include the following, which includes both basic and more specialized criteria. Essential items for all inductions are highlighted below in **bold**, followed by non-essential in *italic*

Overview of the school's Health and Safety Policy and organisational structure:

- **Tour of the premises**
- **Current health and safety priorities for the school – safety policy targets**
- **Communication and relationships with other departments, schools and Suffolk County Council**
- **General health and safety advice, including the school's own guidance and that from the LA**
- **The use of the Incident Reporting Form for incidents, hazards, work-related injuries and illnesses and fires**
- **Where appropriate, curriculum specific guidance and arrangements for working with the County Subject Advisers**
- **For certain staff (Head Teacher, Business Manager, Caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available**
- **Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment**
- **"No Smoking Site" by Law**
- **Fire evacuation and emergency procedures**
- **Information on all hazards that are school specific and established controls or precautions. For example, the narrow drive that is shared by pedestrians and vehicles**
- **Trained first aid personnel and first-aid facilities**
- **Fire extinguishers and blankets – location and use**
- **What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk)**
- *Introduction to recognised unions and the local representatives*
- *Employee problems and concerns - specific duties and responsibilities for the management around staff welfare. This should be someone who is a member of The Well-being Project or The EAP – Employee Assistance Programme named officers*
- *Grievance procedures (as they relate to health & safety)*
- *Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)*
- *Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets*
- *Use and care of PPE (personal protective equipment)*
- *Housekeeping procedures for policy documents and local rules*
- *Legal responsibilities and rights*
- *Work permit systems (for example, arrangements for visits and trips)*

- *Physical examinations that relate to statutory maintenance requirements e.g. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors*
- *Access to well being advice, counselling and other staff support schemes*
- *Security*
- *Restricted areas and equipment*
- *One-on-one instruction and supervision of young and inexperienced workers (and work experience students)*
- *Manual lifting and handling – general advice and risk assessment*
- *Safe stacking of materials*
- *Safety procedures for machines, including design technology equipment*
- *General housekeeping and maintenance of accesses and exits*

4.2 **Routine Updating Training**

Training plans for each individual member of staff to be updated annually as part of the performance management review process.

All managers are encouraged to consider refresher training for their staff on health and safety matters at least once every three years.

Records are maintained for all health and safety training attended by staff, within the individual departments. Ideally, such records should be validated, countersigned and dated by the appropriate staff member.

5. Personal Safety Procedures, Schoolsafe and Control of Violence

All school staff, who may deal with anyone presenting challenging or threatening behaviour, has been trained to the Schoolsafe standard or an equivalent recognised standard. All new members of staff will need to be trained.

The school will have a written procedure advising how staff should deal with an incident where an adult has displayed aggressive behaviour or any kind of assault (including verbal abuse). There is a clear protocol on reporting and investigating such incidents.

There is a procedure for adults accompanying school visits or working on site. Copies available on request.

All visitors must be monitored. They should sign in at reception and be issued with a badge or label. Where possible, they are met by a member of staff at reception or escorted to other areas of the school.

Visitors are clearly directed to use the main entrance to the school. Signs are clearly visible from the outside of the building and from the car park. Staff are encouraged to challenge anyone not displaying a staff or visitor badge.

There is a list of key holders and the relevant authorities are promptly advised of changes to the list (i.e. Area Office, local Police contact, Alarm Companies etc).

The school has considered particular arrangements that may be needed to ensure the safety of lone workers and outreach staff, i.e Sports Centre Staff. Specific risk assessments to be completed when required.

6. Planned Safety Checks

6.1 Procedures

Arrangements have been made within school for monitoring Health and Safety issues. For example, the progress towards completion of the School's objectives for the year, Governors' Premises Safety Inspections, review of Incident Report Forms (Premises / Health and Safety Committee – autumn meeting).

Procedures are established to ensure that a named person undertakes required, specific checks prior to certain activities within specific departments.

Outdoor equipment is to be subject to a visual check before use each day. The playing field is checked before first use every day.

6.2 Equipment

All equipment (not otherwise covered under other headings) is subjected to a formal, appropriate, programmed and recorded maintenance check:

- All indoor and outdoor sports and play equipment
- The School's water system(s)- hygiene, temperature and Legionnaires disease checks
- Mechanical equipment used in design technology
- Fume cupboards and other exhaust ventilation equipment (e.g. ventilation for kilns, design and technology machines, toilets, and reprographics areas)
- Catering equipment, including ventilators
- Ladders and stepladders (to be inspected and results recorded)
- Door closers, running gear and catches
- Printing and reprographics machines
- Kilns, autoclaves, compressors (to be inspected in accordance to the regulations)

The School undertakes appropriate Portable Appliance Testing by an external contractor. This is an approved supplier from the LA.

Key staff are aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Technicians or other support staff may perform this task in advance of lessons for the relevant subjects, provided they have been advised of the need.

It is convenient to group electrical equipment on the basis of the risk, which then can lead to the development of a system in which the more vulnerable equipment is checked more often and more thoroughly. Low risk equipment, such as that which is not often moved and safer by design (e.g. double insulated) may not need to be tested more than once every few years. Refer to the Schools Portal for more specific guidance.

6.3 Premises

Different areas of the school site are inspected once a term by representatives of the Governors' Premises Committee and School Safety Representatives from the approved Trade Unions. Inspections involving Property Advisers (condition survey reviews and other 'walk-round' visits may form part of the school's arrangements for checking the school, but inspections should take activities into account as well the structure of the buildings, etc.

Visual checks on certain items are carried out daily. For instance, fire exits and routes, fire and/or security alarm systems. Such checks are essential to ensure that safety critical facilities operate as planned.

7. Incident Reporting/Investigation

The double-sided Incident Report Form and Associated Guidance Booklet are operational in school. A procedure is in place to ensure that the necessary details are recorded on each Incident Report Form before the form is sent to the Area Education Office. These details include the School's ID (4 figure DfE code) number, the nature of incident and other descriptive codes.

All staff have been briefed on when and how to use the form and there is a Notes of Guidance kept with the pad.

The Headteacher signs and checks every Incident Report Form before it is sent to the Area Office. Each incident is subject to investigation as appropriate with a view to preventing recurrence. The Governors' Premises Committee reviews relevant risk assessments after any incident or near miss.

Where applicable, under the requirements of the Reportable Injuries, Dangerous Diseases & Occurrence Regulations 1995 (RIDDOR 1995) any incident relating to the regulations must be reported to the Health & Safety Executive (HSE) by means of form F2508 which can be filled in on line at www.hse.gov.uk

NOTE: This includes any work related incident at school that results in an absence that is greater than 3 days.

8. Coordination of Risk Assessment Work

8.1 Risk assessments may be required under many circumstances. In general they will only need to be completed when published guidance or recommended practice is not followed, or is not completely relevant to the activity considered, or does not exist. An overview of the School's premises and activities may assist with the general risk assessment and indicate the areas for more detailed risk assessment and control work. For some hazards, (including those which require major expenditure) longer term planning may be necessary for adequate risk control measures to be implemented.

Examples could be:

- the School may have limited space for pedestrian and vehicle access, creating a serious incident risk
- the school grounds are used outside normal school hours by local youths – they may leave litter, bottles, or more dangerous articles such as needles and other paraphernalia
- The school field may be partly bounded by a natural hazard such as a thorny hedge or water filled ditch

- The playground may be used as a car park or waiting area by parents and/or buses. Damage caused by the heavy usage may make the surface unsuitable for sports and play

8.2 The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions:

- First Aid arrangements, (numbers of trained staff, level of training and equipment, clinical waste)
- Lone working situations, including custodian security checks and locking up
- In some cases, new students, those returning after a previous exclusion or students transferring from other schools may present challenging behaviour. The School will need to prepare a specific risk assessment and may be required to assist with identifying measures that assist staff to cope
- Staff stress and well-being
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations (self assessments to be completed)
- Manual handling
- New and expectant mothers
- Working at height
- School drama productions, fireworks displays etc.
- Pedestrian safety where vehicles may be moving (School Access Plan)

9. Fire Procedures

A Fire Risk Assessment has been completed and an Action Plan developed to work through. The Fire Risk Assessment will need to be reviewed whenever significant changes to the premises or the use of the premises are planned and, in any event, at least annually.

Notices detailing the evacuation procedure and assembly points are displayed around the school, with one in every classroom.

Arrangements have been made for people who may need assistance, for example wheel chair users, to evacuate the building(s) in an emergency.

A personal evacuation plan will be required for any person requiring assistance to evacuate the building. This has training implications for any support staff or carers.

Training in the use of an EVAC chair (where provided) and practice must be provided so that all are confident and competent in its use.

An evacuation practice should be carried out once per term. Twice per year is the absolute minimum.

All fire extinguishers have been examined during annual maintenance checks.

All staff are to be trained in the use of fire fighting equipment and other techniques to enable them to deal with a situation where a person's clothing is on fire.

Key staff should be adequately trained in fire extinguisher use to enable them to escape in an emergency.

The Caretakers are responsible for conducting the weekly alarm test or other tests (such as the emergency lighting checks and any automated Fire Brigade notification systems). There is a Log Book on site to record all details of the alarm and other tests, evacuation drills and fire precautions.

Routine checks are undertaken of all fire exits and doors during the Caretakers' lock-up and securing of the site. However, if public events are being held (plays, parents' evenings etc) fire exit route doors should be checked specifically for such events. Records must be kept in a Fire Precautions Log Book.

Arrangements to be put in place to ensure that no 'hot work' is undertaken in the School without a permit (see Form 13 procedure on Portal)

Fire safety arrangements have been checked with the Fire Service or other competent adviser within the last 5 years.

10. Locally Organised Premises Maintenance, Repair and Improvement

Procedures are in place to ensure the Form 13 procedures are followed.

The relevant staff (Business Manager, Caretaker and handy person) and Governors know the Asbestos Procedures. There is a copy of the School Asbestos Report undertaken in Summer Term 2004 held on Reception and Contractors need to complete a signing –in log if undertaking work on site.

Services which are procured (such as catering and grounds maintenance) must ensure that service specifications are adequate and that contractors (or the School's own employees) work to appropriate standards. Risk Assessments and Safe Systems of Work to be completed and must be comprehensive and subject to periodic specialist audit. Examples of less common risks that must be controlled are noise, vibration, hazardous substances and pesticides.

11. First Aid – Training and equipment

First Aid Room is located near reception Area.

The First Aid equipment is appropriately located. Kits are located close to sites likely to need it most frequently (e.g. design technology, sports and science areas).

The Principal First Aider is responsible for monitoring stock levels in First Aid kits and ensures maintenance and replenishment is managed.

Records are kept of who is trained, and when their certificate expires. Staff are briefed about the School's First Aid provisions. (See Staff Handbook) The Business Manager/Senior Admin Assistant maintains the list of trained staff and this is displayed in the Medical Room.

All injuries are recorded and an Incident Report Form completed. Inquiries into incidents occurring are undertaken.

Where ambulance arrival times are likely to be long, For example longer than 30 minutes, relevant staff have access to the nearest Health Centre and GP telephone numbers for emergency use. If appropriate the School should call one of the local GPs/ surgery, etc.

First Aid arrangements for visits and trips are in place as part of the Risk Assessment Procedure checks.

Sharps containers are located in the Medical Room.

Sanitary Disposal Units are located in the toilets for the disposal of clinical waste, which includes incontinence and sanitary waste.

12. Vehicle Control and Pedestrian Safety

Routine deliveries to the site are properly programmed and controlled.

There are allocated parking spaces and the Bus Park is clearly marked to show times of use, where parking of other vehicles is restricted.

There is a Staff Duty rota for supervision during busy, high risk times such as beginning and end of the school day.

Arrangements are in place to ensure refuse collection vehicles do not present risks to any pedestrians (staff, pupils, parents etc.) on site. The Refuse Contractor has been instructed as to the safest collection time.

13. Education Visits Coordinator (EVC)

The current County Council advice is followed.

The School's nominated coordinator is the Director of Learning; Systems for Learning, and they have completed the LA training.

The School has adopted a policy which follows the model provided by the County Council.

14. Stress and Well Being

The School is a member of the County Well-Being Project to manage stress and well-being issues.

The School will undertake a suitable and sufficient Stress Risk Assessment.

Staff are to be briefed and made aware of access to the free and confidential counselling service, as required by recent legal developments and case law via EAP – Employee Assistance Programme.

15. School Minibus

The school does not currently own a minibus, however if this should change then the following will apply.

Guidelines as specified by the County Council are followed.

The Business Manager is responsible for ensuring the legal requirements relating to the minibus are fulfilled (Road fund Licence, MOT test and records of routine checks carried out by the school/driver(s)).

First Aid boxes are provided for the minibus.

The School's and individual driver's insurance policies are meticulously and routinely checked.

All potential minibus drivers are assessed through the County Council's scheme before they are allowed to drive the minibus.

16. Child Protection Procedures

Current County Council guidance is followed and supported by a specific school policy. The Designated Person with Responsibility for Safeguarding and Child Protection is Christian Appleford, Designated Safeguarding Lead.

17. Supporting Students with Medical Needs

The latest County Council guidelines are followed.

The School has adopted a suitable policy documenting the arrangements for the administration of medicines and for the management of medicines within the School (PD34).

18. Premises Security and visitor safety

Current County Council guidance is followed.

All visitors to the school will sign in at the reception and wear identification badges or labels.

Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site.

19. Contractors on Site

All contractors must report to Reception, sign in and wear identity badges or labels.

Method statements, Risk Assessments and Safe Systems of Operation may be requested in advance from the contractor tendering for work.

The Business Manager/Caretaker must ensure that contractors are briefed about the School's fire procedures, local management arrangements, vehicle movement restrictions etc.

The Business Manager has responsibility for monitoring the contractor's safety performance in order to prevent danger to people other than the contractor's staff. This includes checking the contractor's site is adequately fenced; materials are stored both reasonably and safely. This is to ensure the contractor behaves reasonably in respect of his/her own staff, i.e. following common sense safety precautions and avoiding reckless behaviour.

20. External Support and Assistance

The School will provide competent assistance in application of the provisions of Health and Safety Law where it is necessary to assist in ensuring high standards of Health and Safety. This will be done without detracting from the primary responsibility of the Governors and teaching staff for ensuring safe conditions of work and in compliance with legislation

21. Lettings

The Sports Centre and Drama Studio are available for lettings. These rooms are checked periodically, not less than once per term, to ensure that they are in a suitable condition for the specific activity that the letting will involve. Hirers may legitimately request to see the any risk assessments. They may ask for risk assessments for school use of equipment etc. There is no particular reason why this should not be provided, but the hirer must be aware that they cannot rely on the school's risk assessments for the activities carried out during the letting. It must be noted that they may be called upon to provide their own risk assessment for their own activities while hiring the premises.

There are a set of fire procedures for evenings or other times when lettings take place and these will be made known to the hirer.

Information is to be provided to inform people who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment that may be used. It would be advisable to ask the hirer to sign to acknowledge receipt of the information.

For long term regular bookings the School will enter into a written agreement with the hirer (Letting Application). Coordination is needed in respect of First Aid kits and equipment, fire procedures and telephone access.