



# **The Crossley Heath School**

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# **HEALTH AND SAFETY POLICY**

**SEPTEMBER 2021**

## Version Control

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**Responsibility:** Finance & Business Director  
**Date for Review:** June 2022  
**Status:** Statutory

**1. HEALTH & SAFETY STATEMENT OF INTENT**

**Aim**

The Governors and Senior Leaders of the Crossley Heath School are committed to ensuring that, so far as is reasonably practicable, all employees, students, members of the public; including parents/carers, visitors and contractors’ employees; who enter trust premises, are not exposed to any Health and Safety hazards during the course of their business.

The Governors will provide appropriate resources to ensure objectives are met as well as ensuring that the school employs an external competent person for Health and Safety to support Senior Leaders of the School.

**Objectives:**

- No work will be carried out by the trust employees or contractors that are liable to expose employees, students or members of the public to hazards to health, unless suitable and sufficient assessments of the risk are made and necessary measures to prevent or control the risk have been introduced;
- All contractors are able to demonstrate that they have suitable risk assessments and arrangements for securing proper Health and Safety, including, where necessary, a written statement of policy.
- To minimise and eliminate, so far as is reasonably practicable, risks of injury and hazards to the health of employees, students, members of the public; including parents/carers, visitors and contractors’ employees who may be affected by the activities or undertakings outside of the normal day to day activities of the school, for example building works, upgrades and refurbishments.
- To ensure employees are competent to do their tasks and provide appropriate and adequate training.
- Thorough induction is provided for new employees to the school and continue to monitor, identify and provide training on a timely basis, making them aware of the hazards and potential dangers, and accident prevention techniques to allow them to avoid these. This will ensure safe working practices are in place.
- Employees understand their legal duties under Section 14 of The Management of Health & Safety at Work Regulations 1999 and all other safety, health and welfare related legislation, regulations and codes of practice. This is on the Health and Safety poster that must be displayed by law around the school premises.
- Employees are consulted through the recognised channels on all matters relevant to safety, health and welfare.

**Signed** .....  
Simon Lee, Chair of Governors

**Date:** .....

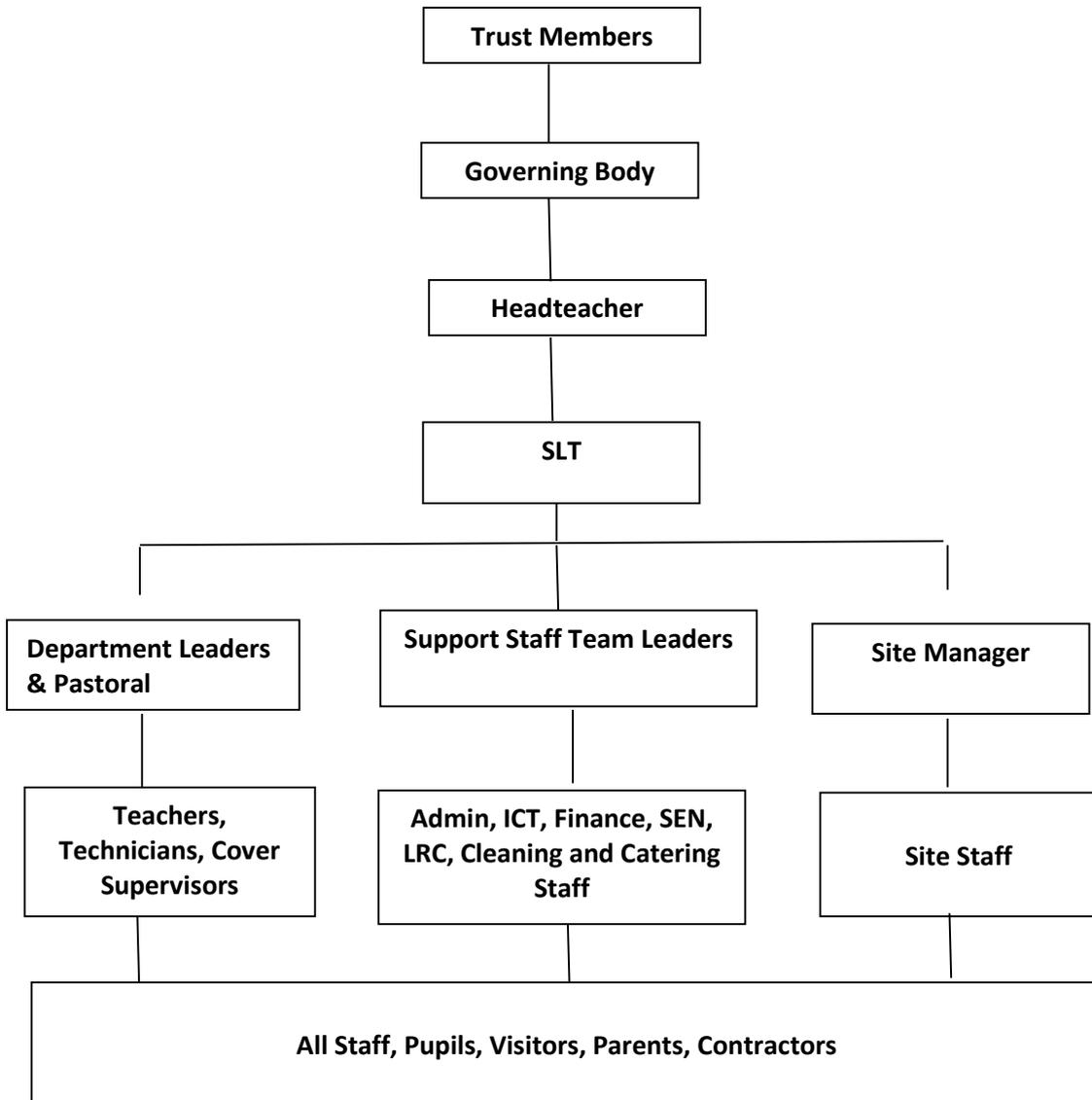
**Signed** .....  
Lynnette Cassidy, Headteacher

**Date:** .....

## 2. ORGANISATION

The overall responsibility for health and safety at the school lies with the Members of the Trust and its' Governing Body.

### 2.1 Management Structure



Health and Safety is monitored at a strategic level by the Governing Body, and overseen by the Headteacher. Day to day responsibility for ensuring this policy is put into practice is delegated to the Senior Leadership Team.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

**2.2 The Governing Body** shall ensure, so far as reasonably practicable:

- The health, safety and welfare of all employees, teachers and support staff.
- The health and safety of pupils in school and on off-site visits.
- The health and safety of visitors to schools, contractors and volunteers involved in any school activity.
- Will guide and monitor the Headteacher to ensure that she keeps health and safety as a high priority in the day to day management of the school.
- To complete an annual audit of the premises to assess the site that will create an action plan to remedy any health and safety issues.
- That all staff undertake health and safety training appropriate for their role, updated when necessary and will receive copies of all health and safety information. The Governors will also ensure that the School's Health and Safety Policy and procedures are kept up-to-date and that positive arrangements are in place to ensure that all staff and pupil are aware of and comply with its contents.
- 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 as outlined within policy and guidance.
- They will review inspection reports, that 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.
- Nominate a Health and Safety Governor.
- To consider information, statistics and reports relating to health and safety matters.
- To consider and make recommendations regarding individual health and safety issues which have not been resolved at management level.

**2.3 The Headteacher** has ultimate responsibility for all school safety organisations and activity rests with the Head Teacher who shall:

- Be the focal point for day-to-day references on safety and give advice or indicate sources of advice.
- Work with the SLT and Governors to communicate effectively the policies and updates to health and safety.
- Co-ordinate the implementation of the approved safety procedures in the school.
- Maintain contact with outside agencies able to offer expert advice.
- Report all known hazards immediately to the Governors and stop any practices or the use of any equipment or processes that may affect student safety and staff wellbeing.
- Review annually the provision of (i) first aid; (ii) emergency procedures; working practices; places of work; and make recommendations for improvement.
- Regularly review the communication of safety information concerning the school and policy amendments and recommend necessary changes.
- Inform the Governors of any updates and changes of the safety procedures, policy, legislation and improvements in welfare facilities of the school that have been agreed by the Business Committee.
- Provide liaison with the Inspectors: DfE and the Health and Safety Executive (HSE) with regard to safety aspects.
- Budget for safety and health matters.
- Review the Health and Safety Policy and when significant changes occur within the organisation of the School.

- 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.
- Nominate specific staff with designated safety roles, e.g. Health and Safety Coordinator, Site Co-ordinator, throughout the school.
- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- Ensure the provision and maintenance of all 'fire' equipment, including the preparation and review of Fire Risk Assessments.
- Ensure health and safety issues associated with major building projects are complied with.
- Ensure that incidents, near misses and dangerous occurrences are reported using the School's reporting system, minor injuries form or hazard reporting system, as appropriate.
- To monitor incident trends to identify methods of reducing accidents.
- To ensure the necessary records are maintained relating to accidents associated with the work of the School.
- Safety procedures are developed and adhered to for operations carried out within the School by staff and by outside contractors.
- Ensure, in conjunction with Heads of Departments, that health and safety is considered as an integral part of the curriculum and lesson planning.
- Ensure that departmental inspections are carried out at regular intervals and that necessary remedial action is carried out.
- Ensure that health and safety is considered as an integral part of teaching.
- Instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for health and safety matters outlined within the Health and Safety Policy, School Policies or health and safety legislation.
- Ensure that premises inspections are carried out.
- Ensure that health and safety is taken into account when considering any proposed or impending changes e.g. building works, room allocation.
- Ensure that emergency procedures and fire evacuation practices are in place within the School.
- Investigate and advise on hazards and precautions.
- Have a general oversight of health and first aid matters.
- Ensure all full and part-time staff receive appropriate health and safety training at induction which must include emergency arrangements (i.e. first aid, fire evacuation), and specific sections of the Health and Safety Policy are discussed to ensure that new members of staff are aware of their responsibilities and any restricted tasks and activities.
- To monitor pupil health records prior to entry and to report/advise Pupil Attendance and Welfare of illnesses that need to be brought to the attention of specific staff (e.g. epilepsy).
- Ensure 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, substances and general risk assessments.

The Senior Leadership Team will assume these duties in the absence of the Headteacher and have 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.

**2.4 The Finance & Business Director** will take all reasonably practicable steps to meet their responsibilities by:

- The provision of such training and instruction and supervision as are necessary to ensure, so far as is reasonably practicable, the safety of all employees, students and visitors.
- Ensure procedures are followed so the Head Teacher is kept informed of accidents and hazardous situations.
- The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- Arranging to ensure annual training for relevant staff to cover the following:-
  - a) Manual handling;
  - b) Storage and transport of articles and substances (COSHH, CLEAPS);
  - c) Fire (Evacuation and prevention) – all staff;
  - d) General health and safety procedures and practices (Safe working practices)
  - e) Risk assessment and following instructions to negate or reduce the risk (read and comply with the risk assessment for their area of work) so far as is reasonably practicable, in connection with the above
- The maintenance of premises and grounds in a condition that is safe and without risk to health, and the provision and maintenance of means of access and egress that are safe and without risks.
- The employment of persons who are competent in the work for which they are employed, ensuring continued CPD and training is provided to maintain their knowledge and competence.
- Ensuring finance is available to provide, Codes of Practice, Safety Manuals and Safety Bulletins and systems to cover all aspects of health, safety and welfare administered on their behalf. The school subscribes to the Royal Society for Prevention of Accidents (RoSPA). Copies of the monthly online publication are circulated to key staff and shared with all staff on the electronic H&S noticeboard.
- Ensuring this policy will be available to all employees. It will be updated and reviewed annually or in the event of new guidelines/legislation, a school incident or near miss. Staff will be notified of the amendments via the bulletin. Amendments relating to the work of particular departments or groups of staff will be notified via their line manager.

**2.5 Senior Leadership Team** will take responsibility for ensuring Department/Support Leaders:

- Monitor health and safety practices within their teams are being adhered.
- Monitor that PPE is obtained and being used where applicable within their teams.
- Reviews annually whole school and departmental specific risk assessments with their teams (or earlier where a near miss or accident has occurred).
- Undertakes risk assessment training/refresher every three years.
- Reviews termly the premises to assess the site which will create an action plan to remedy any health and safety issues.

The Senior Leadership Team will deputise for the Head Teacher in their absence.

**2.6 Department/Support Leaders:**

- Ensure that new starters are trained on departmental specific risk assessments.
- Ensure that their direct reports complete necessary training.
- Report on safety matters to the Headteacher.
- Ensure safety inspections of their designated areas are carried out and to ensure hazards identified from those inspections are rectified.

- 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 e.g. Science, Design Technology, PE, etc.
- 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.
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis.
- 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.
- Ensure equipment, including personal protection equipment, is maintained in a safe condition and that substances hazardous to health are secured in a safe place.
- Identify staff training and development requirements with reference to health and safety.

## **2.7 Site Manager**

- The maintenance of premises and grounds in a condition that is safe and without risk to health, and the provision and maintenance of means of access and egress that are safe and without risks.
- Ensure that all relevant checklists to monitor the premise are completed in a timely manner.
- Ensure that action plans are created from the checklists and actions to remedy health and safety issues are completed in a timely manner.
- Undertakes risk assessment training/refresher every three years.
- Monitor health and safety practices within their teams are being adhered to.
- Monitor that PPE is obtained and being used where applicable within their team.
- Report on health and safety matters with respect to the school buildings and grounds. Ensure safety procedures are developed and adhered to for operations carried out within the school by their staff and by outside contractors under their control.
- Records of hazards identified on site by staff are kept, along with the remedial action taken and when.
- Routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- The provision and maintenance of all 'fire' equipment and for the preparation and review of fire risk assessments.
- All accidents within the area of responsibility are recorded in line with the school policy.

## **2.8 Site Team**

- Ensure that routine maintenance checks and inspections required by legislation of fixed service equipment, i.e. boilers, pressure vessels etc. are undertaken.
- Ensure that premises safety inspections are undertaken.
- Attend to defect reports and recommendations from the Headteacher and staff.
- Ensure that all portable electrical equipment is tested on an annual basis.
- Ensure all accidents within the area of responsibility are recorded in line with the school policy.
- Ensure equipment, including personal protection equipment is maintained in a safe condition and that substances hazardous to health are stored in a safe place.

## **2.9 Classroom Teachers**

- 2.9.1** The safety of students in classrooms, laboratories, workshops and the school grounds is the responsibility of class teachers. Teachers have traditionally carried responsibility for the safety of students when they are in their charge.

**2.9.2** If for any reason, eg the condition or location of equipment, the physical state of the room or the splitting of a class for practical work, a teacher considers he/she cannot accept this responsibility, he/she should discuss the matter with the Head Teacher before allowing practical work to take place.

**2.9.3** Class teachers are expected:

- To exercise effective supervision of students and know the emergency procedures in respect of fire, bomb scare, lockdown and first aid, and to carry them out.
- To know the special safety measures to be adopted in their designated teaching areas and ensure they are applied.
- To give clear instructions and warning as often as necessary.
- To follow safe working procedures personally.
- To call for protective clothing, guards, special safe working procedures, etc where necessary.
- To make recommendations to their Department Leader, eg on safety equipment and on additions or improvements.
- Ensure class rooms are free of rubbish and obstructions.
- Give adequate safety information regarding the activity being undertaken prior to the activity commencing and during the activity as and when required.
- Ensure that special working procedures, protective clothing and equipment, etc. are provided and used where necessary.
- Ensure that clear instructions and warnings are given to pupils verbally as often as necessary.
- Establish routines for issuing, checking and securing equipment used in lessons, ie items counted out and counted back in. Investigate immediately, with support where necessary, should any equipment be missing.
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded.

## **2.10 Technicians**

- Follow safe working procedures personally.
- Be familiar with the general and particular safety rules that apply to his/her area of work.
- Ensure that the classroom and other areas are tidy and good housekeeping procedures are followed.
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis.
- Report defects to his/her line manager.
- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

## **2.11 Learning Resource Manager/s (LRC)**

- Undertake and implement risk assessments for specific activities and ensure that safe working procedures are followed personally.
- Be familiar with the general and particular safety rules that apply to their area of work.
- Ensure that the LRC and other areas under their control are tidy and good housekeeping procedures are followed.
- Undertake a visual inspection of equipment prior to use and ensure that portable electrical equipment is tested on an annual basis.
- Report defects to their line manager.

- Ensure all accidents, incidents and near misses within the area of responsibility are recorded in line with the school policy.

**2.12 Appointed person(s) and First Aiders:** are responsible for:

- Taking charge when someone is injured or becomes ill.
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits on a half-termly basis.
- Ensuring the defibrillator machines are maintained annually and pads changed in line with regulations.
- Keeping up to date knowledge of students with Health Plans.
- Ensuring that an ambulance or other professional medical help is summoned when appropriate.
- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.
- Checking medical needs information in relation to ill or injured persons.
- Sending students home to recover, where necessary.
- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident.
- Keeping their contact details up to date.
- Ensuring that cover is in place in the event of their absence.

**2.13 Obligations of Teaching and Non-Teaching Staff Holding Positions of Special Responsibility - Members of SLT, Department Leaders and Support Staff Managers**

The above staff:

- Have a general responsibility for the application of this policy to their own department or area of work and are directly responsible to the Head Teacher for the application of existing safety measures and procedures within that department/area of work. Advice or instructions given by the Governors and the Head Teacher, including the relevant parts of this statement, shall be observed.
- Establish and maintain safe working procedures including arrangements for ensuring, as far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances, (eg chemicals, boiling water, duplicating fluid, guillotines).
- Resolve any health and safety problem any member of staff may refer to them and refer to the Head Teacher any of these problems for which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out a regular safety inspection of the activities for which they are responsible, and where necessary submit a report to the Head Teacher.
- Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own safety and health at work.
- Seek the advice and guidance of relevant advisory bodies.

**2.14 Obligations of ALL Employees**

2.14.1 The Health and Safety at Work Act 1974 states:

*“It shall be the duty of every employee whilst at work to:*

- *Take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work, and*

- *As regards any duty or requirement imposed on them by their employer or any other person by or under any of the relevant statutory provisions, to co-operate with him/her so far as it is necessary to enable that duty or requirement to be performed or complied with”.*

The Act also states that:

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

2.14.2 In order that the laws be observed and responsibilities to students and other visitors to the school are carried out, **ALL** employees are expected:

- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- Adhere to the staff dress code and wear any uniform and/or protective equipment provided to perform their duties.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use, and not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- To co-operate with other employees in promoting improved safety measures within the school.
- To co-operate with the appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.

2.14.3 To complete the maintenance request form go on to Teams, AllStaff and Staff Notebook and click the link for maintenance in respect of any hazards that have the potential to cause harm so they can be avoided or rectified.

## **2.15 Pupils**

- Each pupil is responsible for his/her personal safety and that of their fellow pupils by proper observation of school rules and procedures.
- Observe standards of dress and behaviour appropriate to the working situation.
- Heed warnings and observe rules and routines and ask for such warnings and rules where they are not made obvious.
- Not wilfully misuse, neglect or damage equipment provided for safety.

## **2.16 Visitors**

Regular visitors and other users of the premises (e.g. delivery persons from specific companies) should be required to observe the safety rules of the school (*found on the back of their visitors badge*). In particular parents helping out in school should be made aware of the health and safety arrangements applicable to them through the teacher to whom they are assigned.

# **3. ARRANGEMENTS**

## **3.1 Risk Assessments**

It is a legal requirement that schools revisit and update their risk assessments (building on the learning to date and the practices they have already developed) to ensure:

- that no risk causes injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm; and
- that risk assessments are conducted and reviewed on a regular basis.

Risk assessments are written as needed and reviewed by Department/Support Staff Leaders with their Teams during the Summer Term prior to the new academic year (see Risk Assessment Policy).

Staff will be provided training on completing risk assessments so they are able to review and create new risk assessments as required.

Department Leaders will ensure that all their staff have read and signed the risk assessments relevant to their areas and will confirm via a read receipt process issued by the Finance and Business Director at the end of each Academic Year.

### **3.2 H&S Training and “Competent Person” Appointment**

The school purchases external health and safety services to act as “Competent Person” from the local authority which covers:

- Competent advice from a fully qualified team of staff
- Policy and guidance documents
- H&S training
- Safety advice line
- Accident investigation
- Compliance checks and monitoring
- Fire Safety
- Technical systems

In addition, the Finance & Business Director and Site Manager are IOSH qualified.

All staff receive health and safety training at the start of each academic which includes fire safety and evacuation procedures.

There is an induction process in place for new employees which covers a range of school topics, but in particular, ensures health and safety instruction is given and staff are required to undertake the school’s online health and safety courses.

Staff are required to undertake additional training dependent on their role, ie COSHH, Manual Handling, Legionella, Asbestos, Working at Heights, Food Hygiene etc. Records are held centrally with the Finance & Business Director of all training undertaken.

### **3.3 Contractor Competency Vetting and on-site Management**

Contractors have to complete a form to provide details to show they are a competent person/organisation to undertake the task commissioned by the school before commencing any works. This form collects details of the company, persons working on site, qualifications, certification ie gas safe and their health and safety policies.

All contractors working on site come under the supervision of the Site Manager and must conform to health and safety regulations in force, safe working practices, and reasonable direction by the Site Manager. Any other contractors such as photocopier engineers come under the supervision of the reprographics technician or the member of staff who have called them.

Contractors will now be asked for their Covid risk assessments pre visiting and expected to comply with school requirements in this matter. They will also be asked to complete a health check questionnaire to confirm they have not systems before accessing the building.

### **3.3 Infectious Diseases (Covid)**

Employers are required to protect people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Schools started to welcome some students back from June 2020 and, therefore, were required to have assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of students.

Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.

The school has active arrangements in place to monitor that the controls are:

- Effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice.

The essential safety measures outlined include:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Ventilation of rooms
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible, and minimise potential for contamination so far as is reasonably practicable.

### **3.4 Provision of First Aid**

School have a number of first aid trained staff as well as nominated first aiders (see policy and list of names in staff room).

First aid boxes can be found in:

- A10 Staff Room Kitchen
- A34 - Kitchen
- A33 - Servery
- A3 – Reprographics
- Sports Hall including a defibrillator in lobby
- Languages block
- Tech block (T2 / T4 / T5 / T6)
- Outside B22
- Outside B11
- C18 - Science prep room
- C8a – Science prep room
- C13

- Conference suite kitchen
- Minibus

Each box contains first aid requisites only and a list of contents.

There is also a defibrillator in Reception and the Sports Hall.

### **3.5 Accident & Incident Reporting, Recording and Investigation**

If anyone should become ill or suffer injury as a result of an accident on school premises the procedures below should be followed:

- **First Aid** should be administered, by a qualified first aider. The patient should be given all possible reassurances, and removed from danger.
- **The Nominated First Aider** is located in the Medical Room in the main building next to Admin. If circumstances necessitate, the Head Teacher should be summoned immediately to tend to the patient and make a decision regarding transfer to hospital.
- **Transport to hospital** – if an ambulance is required the emergency ‘999’ service should be used. In cases of a less severe nature where it is felt that hospital treatment may be required, parents should be contacted to make suitable arrangements. Staff should not transport students to hospital.
- **In the event of an accident** - As soon as possible after the incident every case of injury or accident must be fully and accurately reported on an Accident reporting form (located in Science, DT and the Medical Office) which should be forwarded to the Finance & Business Director within 24 hours by the person who has had the accident (and verified by the adult present at the time) or the person dealing with the accident. When recording an accident, where possible, detailed statements should be obtained from witnesses. Entries on the Accident reporting forms are for employees and visitors to the school and any student requiring treatment. The Head Teacher must be notified of all serious accidents. A copy of the accident reporting form is given to the student/visitor/employee to take home and the Finance & Business Director who will record the incident on the Accident reporting log and follow up where necessary.
- **Investigation** – The Finance & Business Director will determine whether an investigation is required following an accident/incident. All accidents resulting in a person being taken to hospital will be investigated, risk assessments reviewed and follow up action will be taken as necessary.
- In the event of a student being involved in an accident needing hospital treatment whilst at school, the First Aider will telephone the person listed as the main contact on the personal information held in the school office. On return to school a risk assessment will be carried out and a Personal Emergency Evacuation Plan (PEEP) prepared if necessary.
- If student behaviour has contributed or caused the accident this should be reported to the relevant Achievement Leader who should also inform the Head Teacher.

### **3.6 Fire and Emergency Procedures**

Students and staff should familiarise themselves with the Fire Evacuation Procedures as it is their duty to carry out the procedures set out in this document in order to safeguard themselves, students and property.

In the case of fire staff should sound the nearest alarm then follow the evacuation procedure specific to the given area.

Evac chairs are available should staff/the emergency services wish to use them and instruction of their use will be made available to all staff.

### **3.7 Asbestos Procedures**

The school has an Asbestos Policy which sets out what the school will do to ensure that asbestos is managed effectively in the school buildings and grounds and, importantly, how we will respond to incidents involving the possible release of asbestos fibres.

All staff will be provided with asbestos awareness training and key personnel will receive detailed training on how to manage asbestos in schools.

### **3.8 Legionella**

Legionnaires' Disease is a potentially fatal form of pneumonia caused by the presence of Legionella Bacteria in the water system. You catch the disease by inhaling small droplets of water containing the bacteria, systems that produce fine droplets such as showers and spray hoses provide a greater risk.

There are four main conditions that increase the risk from legionella:

- Temperature - Legionella can thrive in temperatures between 20 – 50 degrees centigrade this means that any cold water you use should be below 20 degrees and your hot water should be above 50 degrees.
- Water droplets - As Legionella is inhaled the smaller the droplets of water are the greater the risk, a tap fitted with a spray filter will provide a greater risk than one without one and showers and spray hoses also provide a higher risk.
- Stored water - The disease has more opportunity to grow in areas where the water isn't moving therefore a cold water storage tank produces a higher risk than water being fed directly from the mains. Stored water can also be on a smaller scale such as the hose on a shower when it forms a loop.
- Cleanliness - Rust, sludge, scale and other "dirty" substances provide another happy home for the bacteria, the white scale found on shower heads is a good example.

The school has risk assessment produced by an external competent company for the water system primarily to identify risks from legionella. The Site Team carry out a number of weekly and monthly checks of the water system and temperatures. 20/20 Industries Ltd undertake further compliance checks and make recommendations.

### **3.9 Servicing and Maintenance of Statutory Equipment and Specialist Equipment**

The school has a maintenance programme to ensure that key equipment is serviced and maintained to protect and prolong school resources. In addition, the law requires that inspections are carried out in specific areas and thus school ensures funds are available for maintenance and compliance checks. The main areas covered are:

- Air conditioning, ventilation and heating

- Local exhaust ventilation (LEV)
- Electrical systems, including portable appliance
- Fire and security systems
- Lifts and lifting equipment
- Ladder checks
- Workshop equipment
- Gym equipment
- Kitchen systems

### **3.10 Monitoring and Workplace Inspections**

Senior Managers will inspect the whole establishment at least twice a year. In addition, the Governor for Health and Safety will undertake an annual audit for the Governing Body.

In addition, the school undergoes regular inspections by the Local Authority and/or the school's insurers.

### **3.11 Gas and Heating System**

No member of staff will install, repair or undertake works on the school's gas and heating system unless they are a qualified person. This is a person who has attended formal training and gained a nationally recognised qualification in this field.

The school employs a third party company to undertake annual inspections of the gas and heating system who are gas safe registered.

The Qualified Person/Company will provide their own Risk Assessment and Method Statement (RAMS) for the task in hand however they will also require a site specific safety brief from the Site Team before they commence work.

### **3.12 Stress**

The School is committed to providing a healthy and safe working environment for all members of staff and recognises that excessive levels of work-related stress are a potential cause of ill-health and will do all it can to eliminate or minimize the causes of stress at work and promote an effective work-life balance for all staff, including the head teacher.

The school has implemented a stress management policy for staff which includes improving the working environment through effective, supportive and sensitive management, thus enabling individuals to cope successfully with the demands and pressures of work, particularly those employees whose health and well-being are (or may be) affected by stress.

The policy is underpinned by legislation including the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999, the Employment Rights Act 1996, the Working Time Regulations 1998 and the Equality Act 2010.

### **3.13 Supervision of Students**

#### **a) Beginning and end of school day**

Supervision of students on the school premises is provided by the staff appointed to be on duty before the school day commences (8.00am to 8.30am) and after it finishes 3.10pm to 3.35pm.

Morning: Early arrivals from 08:00- Y7-11 students make their way immediately to their outdoor social space unless the weather is such that the person on duty decides that students should wait indoors. In this case, students in Y8-11 go to the Old Boys' Gym. Y7 students go to the Sports Hall.

When entering the school building and going into their social space or classrooms, they will be expected to sanitise their hands.

Afternoon: To ease congestion, the end of the school day will be a staggered departure:

- 15:10 - Yr7 and Yr8
- 15:15 – Yr9 and Yr10
- 15:20 – Yr11, Yr12 and Yr13

At the end of the day, duty staff will supervise student departments from the building to the marshalling yard and Moor where staff will monitor their dismissal and departure.

**b) Morning break and lunchtime**

Students and duty staff are to go to the designated indoor or outdoor area depending on the weather. 2 staff to be on duty per location.

At lunch-time supervision is provided by the daily team of teaching and support staff, assisted by the mid-day supervisors. (NB Mid-day supervisors are not in loco parentis; the teaching staff on duty hold this responsibility and must be the ones to give permission to go off site if this is applicable).

**c) Movement of students between lessons**

Movement of students between different parts of the building and around the building must be carried out with care and common sense.

Inappropriate behaviour such as running, barging through doors, must be stopped whenever it is seen, students must be warned and, if necessary, a sanction imposed.

Students must not be allowed into science laboratories, technology rooms, the sports hall, sixth form centre, other practical rooms and the gym unless under direct supervision. Once inside those areas they must follow rules laid down by the staff in charge.

**3.14 Medication**

Students who are required to take medicines in school time as part of a course of treatment must bring a request from home to do so; notify their form tutor and the Healthcare Assistant and receive his/her permission to do so. The Healthcare Assistant will countersign the request from home.

**3.15 Transport**

Students using hired transport in school time or for educational journeys must be under the direct supervision of teaching staff at all times.

Pupil using taxis to attend lessons at another school/college should only use the company nominated by the school.

Pupils who use taxis to get to and from school at the bequest of their parents do not come under this policy as it is the responsibility of their parents.

Due to COVID restrictions all transport requirements during the school day will not be undertaken unless a risk assessment has taken place for the activity and Covid risks considered and mitigated for.

### **3.16 Car Parking**

- Car parking is allowed by staff at the front and rear of the building.
- No car parking within school grounds is allowed by students unless by special arrangement.
- Car parking by contractors is by arrangement with the Site Manager.
- Parents should only drop off and pick up students from the roads by the side of the Moor where they can park safely.
- Staff wishing to leave their cars overnight must inform the premises staff before they leave the vehicle.

## **4. CONCLUSION**

- 4.1 It is the responsibility of everyone to make these arrangements work. This will ensure, as far as is reasonably practicable, that working conditions are safe and that the working life of everyone is accident free. Anyone who discovers a hazard should report it to Site Manager, Finance & Business Director, Head Teacher and or members of the site team immediately and stay with the hazard until one of the site team attends the hazard to provide cover.
- 4.2 If an improvement or prohibition notice is served by an enforcement officer (e.g. Health & Safety Executive or Environmental Health Officer) the Head Teacher should immediately advise the Governors. If a prohibition notice is issued with immediate effect, the activities specified should cease forthwith.
- 4.3 Any member of staff noticing a failure to comply with this policy should immediately report the circumstances to the Head Teacher. The Head Teacher should then initiate appropriate remedial action. If it proves impossible for the Head Teacher to resolve the matter they should then report the matter to the Chair of Governors. If no action is seen to be taken the Head Teacher should be consulted again and if still no action is taken the member of staff should report the circumstances to the nominated Safety Representative (Finance & Business Director) at the school or the Chair of Governors. Hazardous situations should also be reported immediately and the same procedure followed. Incidents which necessitate calling the Police should be reported immediately to the Head Teacher. Contacting the Police is the decision of the Head Teacher or Deputy Head Teacher in his/her absence.

## **5. REVIEW**

- 5.1 The Finance & Business Director reviews the health and safety policy and related procedures on an annual basis, or after any accident or near miss that triggers a review. Recommendations from staff or students in respect of improving procedures may be made to the Head Teacher at any time.

## **6. OTHER POLICIES AND PROCEDURES**

Fire and Emergency Procedures  
Invacuation Procedure  
Emergency Closure Plan - Snowfall  
Disaster Recover Plans

First Aid Policy

Medical Needs Policy

Educational Visits Policy

Safeguarding Policy

ICT Policy

Asbestos Policy

Guidance for safer working practices for those working with children and young people

Manual and Handling Young People with Special Educational Needs