

Paulet High School	School Policy Document		
Document Title	Health, Safety and Welfare Policy – Part 3 Arrangements and Procedures		
Document Status	Approved	Approved Date	February 2011
Document Owner	School Business Manager	Review Date	February 2012
Audience:	Staff <input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	Governors <input checked="" type="checkbox"/> Parents <input checked="" type="checkbox"/>

Arrangements & Procedures for Health, Safety and Welfare

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

Accident reporting procedures are explained in the School Operating Procedure document reference OP1 Accident Reporting and Investigating. This procedure explains who reports to the LA, how details are to be recorded, who undertakes investigation.

2. Asbestos

The Premises Manager is responsible for maintenance and custody of the Asbestos Record System Manual. The Manual is to be stored in the Premises Workshop and the Premises Manager will ensure that it is available to all contractors and staff prior to the commencement of work that could give rise to an increased risk of exposure to asbestos materials.

Staff will not drill or affix anything to walls in a way that disturbs the integrity of the fabric of the building without first obtaining approval from premises manager/checking the Asbestos Manual.

Any damage to asbestos materials must be reported immediately to the Premises Manager or a member of the Premises Team.

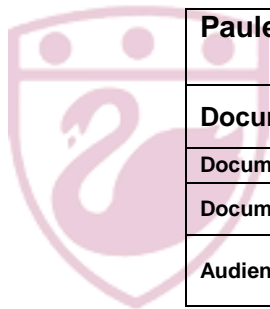
3. Contractors

Only contractors approved by the LA are allowed on site, unless detailed arrangements are made separately by the Premises Manager with the approval of the Governors' Premises Committee.

The Premises Manager, or in his absence the Headteacher or School Business Manager, will approve all method statements detailing working procedures with contractors. For contracts extending beyond one day, daily liaison meetings will be held.

4. Curriculum Safety [including out of school learning activity/study support]

All Subject Leaders are responsible for ensuring that appropriate risk assessments are carried out before any activity is undertaken. General Classroom Risk Assessment record will be reviewed and updated annually by each Head of Department. Additionally, the following departments will follow specialist guidance and best practice and will perform an annual, departmental self-evaluation using a tailored checklist.



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Physical Education Department

Reference should be made to “Safe Practice in Physical Education and School Sport”. Latest copies held by Subject Leader PE and Health and Safety Coordinator. This reference will be used to inform departmental risk assessments and working practice.

Science Department

The school is a member of the CLEAPSS advisory service for Practical Science and Technology – Documentation and resources are held by the Subject Leader Science and Science Technicians. CLEAPSS also provides internet access to resources for its members. The current version of this reference will be used to inform departmental risk assessments and working practice.

Design Technology Department

The school is a member of the CLEAPSS advisory service for Practical Science and Technology – Documentation and resources are held by the Subject Leader Design Technology. CLEAPSS also provides internet access to resources for its members. The current version of this reference will be used to inform departmental risk assessments and working practice.

General Curriculum Safety

Advice and guidance is available from;

- the school’s Health and Safety Coordinator (the Business Manager);
- LA curriculum area advisors;
- LA web site via Staffordshire Learning Net, Health and Safety pages.

5. Drugs & Medications

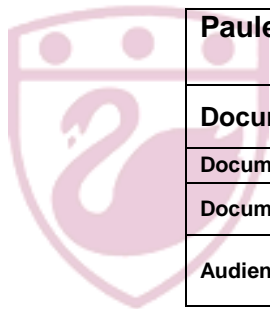
The School and individual staff are under no legal obligation to administer medicines requested by parents. However, when requests are made for school staff to give assistance to administer medicines, and this is necessary to limit disruption to teaching and learning, the request should be made by parents to the Headteacher.

Where the Headteacher agrees to the request, they will be administered in accordance with the specific terms of the request. They will be recorded in the medicines book and stored securely in the First Aid Room. Staff must not administer any other drugs or medicines to pupils.

6. Electrical Equipment [fixed & portable]

Electricity is present in all County Council schools and is used by all employees and pupils. The County Council's [Electrical Safety Policy](#) details arrangements for ensuring that electrical systems and equipment are safe. The policy defines:

- **Fixed electrical systems** - electrical systems which are normally part of the structure of the building or wired into the building circuit and are not portable. E.g. emergency lighting systems, fuse boards and fire alarms; and



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- **Electrical Appliances (aka Portable Electrical Equipment)** - electrical equipment which does not form part of the fixed system is considered to be an electrical appliance. They may be fitted with a plug but not be very portable e.g. washing machines. Some electrical appliances may be wired directly into the fixed electrical system via an electrical spur or isolator e.g. air conditioning units, wall heaters, washing machines, projectors and hand driers.

Users of electrical appliances should carry out a visual inspection of the appliance equipment prior to use. Appliances should only be used if they display a portable appliance test sticker indicating that the test has been conducted in the previous 12 months. If the appliance appears damaged and safety is in doubt, do not use and seek advice from the Premises Department. Students are **not** expected to undertake these visual checks.

Electrical appliances are to be tested prior to first use on school premises and periodically thereafter with reference to frequencies recommended in the Staffordshire County Council document ‘Service and Testing Information – Electrical Appliance Testing.’.

Fixed equipment is tested for electrical safety on installation and then every 5 years in line with LA policy.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

The Premises Manager is responsible for making a formal assessment of the risk of fire. The risk assessment is to be reviewed at least annually. Last reviewed November 2010 due again November 2011. The FRA is filed on the master health and safety file in the Business Manager’s Office.

The Deputy Headteacher is responsible for the design and communication of fire evacuation procedures during school session and ensuring that this procedure is practised and evaluated once per term.

The Business Manager is responsible for the design and communication of fire evacuation procedures for users of the Sports Hall under the school lettings policy. See “Sports Hall Fire Routine for use during lettings or after school activities”.

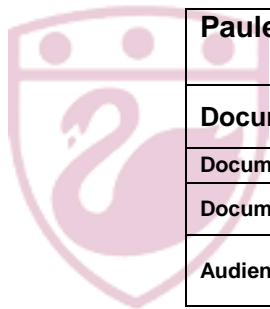
Designated fire exits and evacuation routes should be kept free of obstructions.

Fire extinguishers are checked and serviced annually by a competent service engineer (currently under a framework contract let by the LA).

Fire alarm system is inspected and serviced annually by a competent service engineer (currently under a contract let by the LA).

Fire alarm call points are tested by the Premises Manager. An alternate call-point is tested each week (total of around 35 points).

Smoke detectors will be tested by the Premises Manager on a quarterly basis (currently in scope of contract let by LA for service of the fire alarm system).



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Self-contained smoke alarms will be tested by the Premises Manager on a quarterly basis.
 Emergency lighting systems and units are checked monthly by the Premises Manager for state of repair and apparent working order.
 A full check and test of emergency lighting systems and units is undertaken annually by a competent service engineer (currently under a contract let by the LA).
 Fire Fighting Equipment – the Premises Manager will check monthly that all extinguishers are in their place. An annual check and test is carried out by a competent service engineer (currently under a contract let by the LA).

8. First Aid

The school has a number of designated first aiders who may be called via the school receptionist. Lists of first aiders are displayed on notice boards around school. School plan includes location of 1st aid boxes. Stock of first aid materials are monitored by the Lead First aider. In the event that an ambulance is required the procedure to be followed is specified in “Emergency Medical Procedures”.

First aiders will all have achieved pass on an accredited First Aid at Work training course and assessment. Refresher training is currently required every 3 years.

9. Glass & Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard. The Premises Manager is responsible for the identification of any areas which are unsuitable for use by children due to glass being of low standard.

10. Hazardous Substances (COSHH)

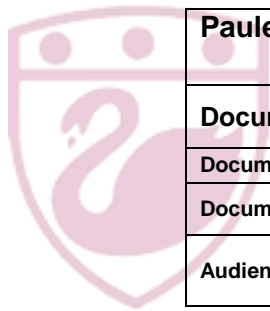
The school follows the LA Policy on selection and use of hazardous substances HR59. Under this policy lists of hazardous substances that may be used in school are to be maintained. This will be operated at a departmental level with copies of each department’s up to date list being passed to the Premises Manager.

No substance that is identified shall be utilised until a suitable and sufficient assessment of the risks has been undertaken. This risk assessment will be documented, reviewed and employees informed of the necessary control measures for storage and use of hazardous substances.

The School’s Radiological Protection Officer is Mr Peter Hill. From September 2011 Mrs Cooper-Percival will take on this responsibility.

11. Health and Safety Advice

The School enters into an annual service level agreement that secures access to health and safety advice (currently from the Health & Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-278855).



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12. Housekeeping, cleaning & waste disposal

All staff are responsible for ensuring that workspaces are kept tidy and clean through good housekeeping. Cleaning services are procured on an annual contract from the LA and an output specification of the cleaning services has been defined. Staff should remain vigilant for any situations where hazards may arise. Priority is then to control or remove the risk to self and others whilst informing the Premises team as necessary.

13. Handling & Lifting

The school is committed to minimising of the risk of injury during manual handling activities in school and manages these risks in accordance with the Staffordshire County Council Manual Handling policy HR28. Guidance is available for staff in the document 'G49 – Guidance on the Safer Handling of Loads and People' produced by the LA Strategic Health and Safety advisory team.

Staff should:

- Avoid hazardous manual handling tasks so far as reasonably practicable;
- Assess any hazardous manual handling task that cannot be avoided; and
- Reduce the risk of injury so far as reasonably practicable.

Where manual handling activities are required of staff, risk assessments will be carried out by line managers and staff training will be provided along with manual handling equipment such as trolleys and sack trucks where necessary. Deliveries should be unloaded at point of use to minimise handling problems.

14. Jewellery

The School Uniform policy sets out what jewellery students are permitted to wear.

- Jewellery - only a watch, one ring and one stud or small sleeper in each ear is allowed
- Facial piercings are not acceptable. For example no lips, eyelids, necks, noses or hands should contain piercings in school.
- All jewellery to be removed for P.E.

15. Lone Working

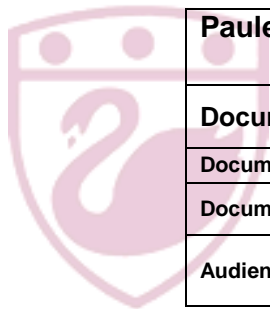
Lone working situations will be managed in accordance with the Staffordshire County Council Lone working policy HR117.

HSE defines a **lone worker** as:

Someone who works by themselves without close or direct supervision who may be at risk when working alone.

Lone workers include those who:

- work from a fixed base, such as one person working alone on a premises (eg, receptionist);
- work separately from others on the same premises (eg cleaners);



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- work outside normal hours;
- work away from a fixed base (eg, surveyors, community care workers, caretakers);
- work at home (homeworkers); and
- mobile workers (eg, attendant drivers, highway inspectors).

Where lone working risks have been identified, the staff members concerned will complete the Lone Worker Hazard checklist (see policy guidance appendix 1) in consultation with their line manager. A specific risk assessment should also be completed to manage the hazards identified.

16. Maintenance / Inspection of Equipment (including selection of equipment)

Physical Education Equipment – PE and gymnastics equipment will be inspected by professional equipment engineers at least once a year (currently under contract let by the LA).

D&T Machinery – An annual Health and Safety inspection of fixed D&T equipment will be carried out (currently provided as a LA funded service)

Local Exhaust Ventilation and Fume Cupboard Systems – a thorough examination of each system is to be carried out every 12 months (currently performed by Zurich Insurance under a contract let by the LA). See LA documentation available from the Strategic Health and Safety Advisory Service.

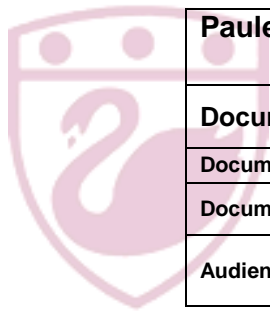
Lifts and lifting equipment – including any equipment that lifts, moves or supports a load. Passenger lifts are inspected on a 6 monthly basis (currently under contract let by the LA). The Premises Manager is responsible for maintaining the Register of Lifting Equipment and Accessories for Lifting for the school. Risks associated with the use of lifts or lifting equipment are managed in accordance with the LA Policy HR105 – Safe Use of Lifting Equipment.

See section 7 - Fire Precautions that details the maintenance and inspection routine for fire extinguishers, fire alarm system, smoke detector, self contained smoke alarms and emergency lighting.

Ladders and Steps – wherever ladders and steps are to be used in school, managers must ensure that they have been inspected within the last 6 months and that a record of that inspection is available. See also section 34 Working at Height.

17. Safe Use of Work Equipment

“Work Equipment” means any machinery, appliance, apparatus, tool or installation for use at work. This will include all vehicles/ mobile equipment used for work purposes. Use of work equipment follows the LA policy HR104 that has been written to meet the requirements of The Provision and Use of Work Equipment Regulations 1998 (PUWER).



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18. Monitoring the Policy and results

Premises Manager and curriculum departments listed in section 4 above will complete an annual self evaluation checklist during the autumn term each year.

The Business Manager will conduct the annual review of Health and Safety Management in consultation with the School Health, Safety and Welfare Committee and will report the findings and action plan to the governors' Premises committee for review and approval.

Referrals to first aiders, incident investigations and near misses will be reported termly to the School Health, Safety and Welfare Committee.

19. Poster on Health and Safety Law

Copies of this poster are displayed in the main reception office, the staff room and the kitchen. The Premises Manager is responsible for keeping these posters up to date.

20. Personal Protective Equipment (PPE)

It is important that where health and safety risks cannot be controlled by other means, suitable and sufficient Personal Protective Equipment (PPE) will be provided. PPE should be provided as a last resort and not as a primary means of protection where there are other more effective means of control e.g. dust extraction systems.

The school's Personal Protective Equipment (PPE) Policy describes the procedures for selecting, using and maintaining PPE in school.

21. Reporting Defects

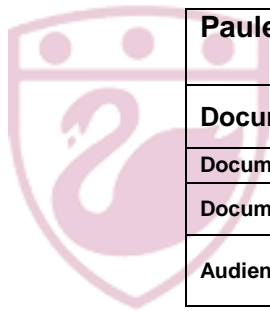
If a defect is noted in any school facility, this should be reported to the Premises Manager. If the defect is judged to represent a hazard, the reporting member of staff should first attempt to reduce the risk to self and others. This may involve evacuating the area, remaining to supervise/alert students and colleagues whilst call for assistance from the Premises team or removing the hazard if this can be done safely

None urgent defects should be reported to the Premises Manager using the defect report form available in the Reprographics Office.

The Premises Manager will ensure that defects are rectified and made safe where necessary.

22. Risk Assessments

The County Policy on Risk Assessments requires 'managers' to ensure that suitable and sufficient risk assessments are carried out. In the context of Paulet High school responsibilities for assessing and reviewing risks is determined by the Headteacher.



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A system is operated that combines ‘general’ risk assessments (e.g. general Classroom risks) to be completed by individual managers periodically to cover their areas of responsibility and ‘specific’ (policy related) risk assessments (e.g. manual handling) that should be adapted and applied whenever the hazard is present in the operating environment.

This risk assessment methodology is operated under the County risk assessment policy document HR39 that applies to all County Council workplaces and work activities.

Risk assessments are to be undertaken by Subject Leaders for all activities posing a risk to staff or pupils within their area of responsibility. They are to be filed for access by all relevant staff and updated if the nature of the risk changes.

Other risk assessments may be required from time to time that relate to the health safety and welfare of individuals (e.g. new and expectant mothers in the work place).

23. School Trips/ Off-Site Activities

All School Visits and Off – Site Activities Involving Students

A school/educational educational trip or visit refers to any journey or activity organised by or for the school for a group of its students that takes place off the premises.

All such activities will follow the approach prescribed in the document entitled **‘Education Visits Policy Procedures and Guidance for Headteachers, Teachers and Governing Bodies’** published by the LA. This document covers all types of visit/off site activity and includes pro forma letters for parental notification and consent.

The School Business Manager and the Premises Manager are the school’s Visits coordinators (EVCs). Both have undertaken the prescribed training and have copies of the LA policy and guidance. Any staff organising visits should obtain outline approval from the Headteacher by completing the appropriate form available from the EVCs who can provide advice, guidance and support to visit leaders.

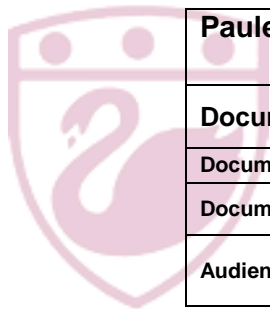
24. School Transport – e.g. minibuses

Only staff that have been approved by the LA are allowed to drive the minibus after undertaking relevant medical checks.

The Premises Manager is responsible for all aspects of minibus use. He will check the minibus weekly.

The Premises Manager will need to see the driving licence of each authorised driver annually.

Before driving the minibus the driver must carry out basic checks on tyres, lights, doors and seat belts.



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All passengers are required to wear seat belts.
 Drivers must have their own or the school mobile phone with them when travelling in order to summon assistance in an emergency. Out of hours users must also have the Premises Manager’s contact number with them.

25. Smoking

Staff are informed on induction that smoking is not permitted anywhere on the school site.

26. Staff Consultation and Communication

Health, safety and welfare matters are standing agenda items at line management meetings.
 The school has established a Staff health and Safety Committee. Members will represent both teaching and non teaching staff. Terms of reference for the committee have been defined and can be found in part 2 of the school Health, Safety and Welfare Policy.

27. Stress and staff Well-being

Staff are encouraged to complete periodic stress survey questionnaires. Findings then feed into the school development and action plans.

All line managers have access to the LA guidance booklet “Managing Stress”.

Staff are made aware of the availability of counselling services.

28. Supervision [including out of school learning activity/study support]

Students will be supervised at all times when on school premises. The degree and method of supervision in school will vary dependent on the activity and conditions prevailing. General supervision may be carried out by any member of staff.

Pupils in Years 7-11 are not to be left unsupervised in classes unless an emergency arises, in which case assistance should be summoned as soon as practicably possible.

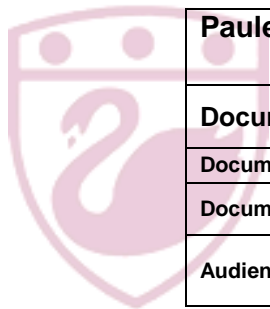
At school non-class session times (except lunchtime) supervision is provided by teaching staff duty teams. It is the priority for all staff to ensure that they are present at their allocated duty station.

At lunchtimes supervision is provided by a team of supervisors. A designated member of the Senior Leadership Team is also available at lunchtime.

The level of supervision (staff student ratio) appropriate for activities occurring outside of school will be guided by the LA and School Visits policies. This will ordinarily be determined as part of a formal risk assessment of the visit.

29. Swimming Pool Operating Procedures (where applicable)

The school does not have a swimming facility on site. In the event of a visit that includes swimming, a specific risk assessment will be undertaken.



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30. Training and Development

New staff are made aware of and given access to the school Health and Safety policy on induction by a member of the school leadership team.

Staff are kept informed of developments in Health Safety and Welfare policy and practice via line management and team meetings, email and notices.

Managers are advised to consult with staff during annual review of general risk assessments. This process in itself acts as refresher training on procedures in place to manage risks and hazards in the work place.

Manual Handling information folder is available to Managers to assist them in the identification of potentially hazardous manual handling activities.

31. Use of VDU's / Display Screens / DSE

Managers are informed of the criteria for identification of Display Screen Equipment users. DSE users are provided with access to LA guidance on the hazards and information to support self assessment of their workstation environment.

32. Vehicles on Site

Vehicles must only be parked in the marked spaces

Vehicle movements should be avoided between 2:50pm and 3.15pm to avoid the risk of accidents to pupils on the drive or by the main gate.

Additional supervision of driveways and car parks is maintained at the end of the school day when students are leaving the site.

Commercial vehicles movement are restricted, no vehicles will be allowed on site between 8.00 am – 8.30 am and 2.50 pm - 3.15 pm daily. Unless by prior agreement with the Premises Manager.

33. Violence to Staff / School Security

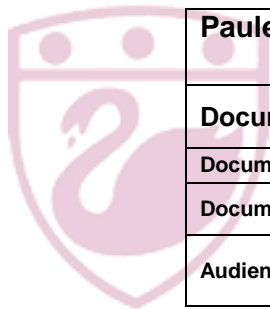
Incidents of verbal and physical violence must be reported to a member of the Senior Leadership Team.

Access via the front door is controlled using the keypad and an internal release button. During the school day, the door can only be released by the external keypad, remote lock controlled by the receptionist or by breaking the glass on the emergency release mechanism.

The front door must not be opened to unknown visitors until they have been cleared by the reception staff using the intercom.

All windows must be closed at the end of the day.

The school is secured by a fence fitted with fire exit gates.



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Any gates found open by staff during the school session should be closed and the incident reported to the Premises Manager.

All visitors must sign in and out at reception and wear a badge that clearly identifies them.

Any intruders must be reported urgently to a member of the Senior Leadership Team.

34. Working at Height

Only staff who have received appropriate training are permitted to use steps and ladders for access. These must always be checked for damage immediately prior to use.

Under no circumstances are pupils allowed to use steps or ladders. Contractors may only use their own access equipment, not the school's.

Risk Assessment is in place along with method statement. Any area with risk of fall without barrier (at least 1.1m) is deemed to be a risk and requires a specific method statement.

35. Water Hygiene

Water Hygiene tests are conducted by specialist contractors under a contract let centrally by the LA. The Premises Manager liaises with the contractor and ensures that the Water Hygiene Manual is updated promptly. The Manual is stored in the Premises Manager's office.

36. Work Experience

Detailed procedures are available in the Work Experience guidelines and procedures maintained by the Assistant Headteacher (Every Child Matters).