



LINTON VILLAGE COLLEGE

HEALTH & SAFETY POLICY

THIS POLICY WAS APPROVED:	JULY 2022
POLICY VERSION:	VERSION 3.0
THIS POLICY WILL BE REVIEWED:	JULY 2023
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	DIRECTOR OF OPERATIONS
THIS POLICY WAS CONSULTED WITH:	TRUST BOARD
THIS POLICY WAS DISTRIBUTED TO:	ACADEMIES LEADERSHIP GROUP

Contents

Statement of General Policy on Health, Safety and Welfare	4
Organisation and Responsibilities for Health, Safety and Welfare.....	5
1. Local Governing Body.....	5
2. Headteacher	5
3. Head of Operations.....	Error! Bookmark not defined.
4. Educational Visits Coordinator	6
5. Heads of Faculty	7
6. Employees	8
7. Manager of Sports Centre.....	8
8. Site Officer	9
9. All Employees	10
10. Pupils / Students	10
11. Staff Safety Representatives	10
12. Health and Safety Committee	11
13. External Competent Assistance	11
Arrangements and Procedures for Health, Safety and Welfare	13
1. Accident Reporting, Recording and Investigation	13
2. Asbestos	14
3. Building Services	14
4. Curriculum Safety	14
5. Drugs and Medications	14
6. Electrical Equipment	14
7. Extended School / Adult Learning.....	15
8. Fire Precautions and Procedures.....	15
9. First Aid.....	15
10. Glass and Glazing.....	15
11. Hazardous Substances.....	15
12. Health and Safety Advice.....	16
13. Housekeeping, Cleaning and Waste Disposal	16
14. Handling and Lifting	16
15. Jewellery	16
16. Legionella / Water Hygiene.....	16
17. Lettings/Shared use of Premises	17

18.	Lone Working.....	17
19.	Maintenance / Inspection of Equipment.....	17
20.	Medication Policy.....	17
21.	Monitoring and Evidencing the Policy.....	17
22.	New and Expectant Mothers.....	18
23.	Personal Protective Equipment.....	18
24.	Plant and Machinery.....	18
25.	Reporting Defects.....	18
26.	Signage.....	18
27.	School Trips / Off-Site Activities.....	18
28.	School Transport.....	19
29.	Smoking.....	19
30.	Staff Consultation.....	19
31.	Staff Health and Safety Training and Development.....	19
32.	Staff Well-being / Stress.....	19
33.	Swimming Pool Operating Procedures.....	19
34.	Use of VDU's / Display Screens.....	19
35.	Vehicles on Site.....	19
36.	Violence to Staff / School Security.....	20
37.	Working at Height.....	20
38.	Work Experience.....	20
39.	Violence and aggression behaviour.....	20
	Appendix 1 Guidance from County Council for reporting incidents.....	21
	Appendix 2 Health and Safety Committee.....	Error! Bookmark not defined.
	Appendix 3 Premise Report for Headteacher and LGB.....	Error! Bookmark not defined.
	Appendix 4 Incident / Accident Reporting.....	23
	Appendix 5 Health and Safety Reporting.....	Error! Bookmark not defined.
	Appendix 6 Statutory Inspections.....	24
	<u>Appendix 7 Staff Health & Safety Induction.....</u>	<u>28</u>
	Addendum Covid-19 linked to Health & Safety Policy	

Statement of General Policy on Health, Safety and Welfare

Linton Village College believes that health and safety is paramount in all areas of its activities. Linton Village College is committed to providing its pupils and employees with safe places of learning and work that do not impact negatively on their health and well-being. It is also committed to conducting its undertakings in such a way as to not adversely affect the health and safety of its customers, partners, contractors, visitors or any persons that could be impacted by its activities.

We shall ensure, so far as is reasonably practicable, the health and safety and welfare of our staff, pupils and any visitors to our premises, and will incorporate the Health and Safety Policies and Statutory Regulations, in particular the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations.

Linton Village College aims to achieve this commitment by adopting the following principles:

- Putting policies, arrangements and procedures in place to promote effective health and safety management;
- Taking a risk-based approach to school activities to identify sensible, realistic and effective control measures which facilitate the safe delivery of its aims and objectives;
- Providing resources, including time, finance and competent advice, to facilitate the delivery of the academy's health and safety aims and objectives;
- Involving employees from all levels of the organisation in the delivery of health and safety aims and objectives;
- Providing information, instruction, training and supervision so that all personnel are aware of their health and safety responsibilities and the hazards and risks posed by their work and working environment;
- Setting targets and objectives to encourage continuous organisational health and safety improvement;
- Regularly reviewing and auditing performance to maintain desired standards, to identify any potential areas of weakness and to promote continuous health and safety improvement throughout the organisation.

Responsibility for the day-to day implementation and monitoring of this Health and Safety Policy rests with the Headteacher who will work in collaboration with staff and the recognised appointed safety representative to ensure compliance.

Employees have a duty to protect themselves and others by working safely, co-operating with Anglian Learning, observing all relevant information and instructions and reporting any health and safety matters to their line managers.

Signed

Signed

Chair of Local Governing Board

Headteacher

Date.....

Review Date.....

Organisation and Responsibilities for Health, Safety and Welfare

In order to ensure that health and safety issues are dealt with in accordance with our establishments' safety policy, the Local Governing Body has approved the following organisational structure. Duties and responsibilities have been assigned to Staff and Governors as laid out below.

1. Local Governing Body

The Local Governing Body in conjunction with the Headteacher will be responsible for Health and Safety matters and compliance with the requirements of the Health and Safety at Work Act 1974 and regulations made under the act so far as is reasonably practicable.

The Local Governing Body has established arrangements for ensuring the requirements of this policy are fully implemented and that the policy remains effective and appropriate. The responsibility for Health and Safety compliance has been delegated to the Local Governing Body of each academy within Anglian Learning. The secondary Academies will have appointed a LGB Governor with a particular remit to monitor health and safety.

2. Headteacher

Overall responsibility for the day-to-day management of Health and Safety rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Headteacher will advise the Local Governing Body of any areas of health and safety concerns that may need to be addressed by the allocation of funds. The Headteacher will delegate to the SLT/Operations Manager who will implement day-to-day health and safety practices.

Matters requiring particular consideration by the Headteacher will include:

- 2.1. Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2. Adequate staffing levels for safe supervision;
- 2.3. The delegated responsibility for maintenance of the premises;
- 2.4. The purchase of equipment to meet appropriate safety standards;
- 2.5. The provision of appropriate protective clothing where necessary;
- 2.6. The purchase and maintenance of first aid materials and firefighting appliances;
- 2.7. The funding of necessary safety training for staff;
- 2.8. The arrangements for securing health and safety assistance from a competent source;
- 2.9. The provision of appropriate health and safety information to Governors;
- 2.10. Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy.
- 2.11. Contribution to the Trust Asset Management Plan to ensure appropriate planning and resourcing of health and safety matters requiring attention

The Headteacher may choose to delegate to other members of staff any or all of the

duties associated with the above matters. It is understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day-to-day responsibilities for health and safety within the establishment.

The Deputy Headteacher or a member of senior leadership is responsible for these matters if the Headteacher is not on site.

3. Operations Manager/Deputy Principal

The Headteacher will delegate to the operations manager and deputy principal a number of duties that are linked with the overall responsibilities of the Headteacher. More specifically the post holder will:

- 3.1. Ensure that risk assessments are undertaken throughout the establishment and that control measures are implemented, and that assessments are monitored and reviewed;
- 3.2. Formulate the arrangements for action to be taken in an emergency and ensure that all involved are informed of the arrangements;
- 3.3. Arrange for termly evacuation drills and weekly fire alarm tests etc.
- 3.4. Arrange for the repair, replacement or removal of any item of furniture or equipment, which has been identified as unsafe;
- 3.5. Co-ordinate the statutory inspections and testing as required, ensuring all areas of the establishment and all activities are covered;
- 3.6. Liaise with and monitor as far as is reasonably practicable, the activities of contractors (including catering, cleaning and grounds staff) visitors and others on the site to ensure that any risks to the health and safety of staff and others are kept to a minimum;
- 3.7. Periodically review this policy document, amend as necessary and circulate any changes to appropriate staff;
- 3.8. Oversee Health and Safety meetings and report back to the LGB;
- 3.9. Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents on the premises;
- 3.10. Advise the Local Governing Body of any defect in the state of repair of the building or its surrounds which is identified as being unsafe, record in the local asset management plan and take whatever local action is necessary to minimise the risk until repairs can be arranged;
- 3.11. Report to the Headteacher any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available;
- 3.12. Ensure that all staff are kept informed of the names and details of those persons appointed to provide competent health and safety assistance;

4. Educational Visits Coordinator

The Headteacher will delegate to the Educational Visits Coordinator the duties as set out in the Education Visits policy. More specifically the post holder will:

- 4.1. Oversee all arrangements for educational visits and school journeys. Advise and promote on training for educational visits. Develop and monitor risk assessments for educational visits.

5. Heads of Faculty

All Heads of Faculty are responsible to the Headteacher for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the academy's policy statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of responsibility will:

- 5.1. Ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed;
- 5.2. Ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 5.3. Ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc.;
- 5.4. Ensure that all accidents are investigated with a view to preventing a recurrence;
- 5.5. Ensure that all staff within the department are aware of their specific roles in case of fire and / or emergency;
- 5.6. Remove from use and inform the Operations Manager of any equipment / appliance which has been identified as being unsafe and which is in need of repair;
- 5.7. Ensure that adequate levels of class supervision are available at all times;
- 5.8. Carry out (in conjunction with other members of staff) the bi-annual health and safety checklist within their areas of responsibility and provide a report to the Operations Manager;
- 5.9. Maintain or have access to an up to date library of relevant published health and safety guidance from sources including the Children and Young People Learning Directorate, CLEAPSS, DfES, AfPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 5.10. Identify specific staff health and safety training needs and inform the Operations Manager accordingly;
- 5.11. Consult with all staff on any matters that may affect their health or safety whilst at work;
- 5.12. Carry out departmental induction training including any specific information and training that may be necessary because of activities that are peculiar to the department;
- 5.13. Ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 5.14. Resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the Operations Manager
- 5.15. Ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities, which may involve some risk;

- 5.16. Ensure that good standards of housekeeping are maintained;
- 5.17. Consult the Trust's or Local Authority's Health and Safety Adviser or other appropriate officer when additional assistance becomes necessary.

6. Employees

All employees are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Teachers / TA's / Supply staff shall:

- 6.1. Ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 6.2. Be aware of the academy's health and safety policy and any local rules and arrangements, which may apply specifically to the department concerned;
- 6.3. Ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 6.4. Know the location of the nearest firefighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/lockdown etc.;
- 6.5. Ensure that pupils follow school / departmental safety rules and that protective equipment is worn where appropriate;
- 6.6. Ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 6.7. Ensure safety devices e.g. machinery guards are in good condition and are used;
- 6.8. Report any defective equipment to the Head of Faculty;
- 6.9. Investigate all accidents (including near misses) in conjunction with Head of Faculty, which occur through activities organised/supervised by the Faculty;
- 6.10. Propose for consideration by their Head of Faculty any improvements, which they consider, would improve health or safety standards within the department;
- 6.11. Ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

7. Manager of Sports Centre

The Manager of the sports centre has been delegated responsibility for all matters relating to the health and safety of the Sports Centre. The Manager is responsible to the Headteacher. Duties include:

- 7.1. Ensure that risks assessments are undertaken for all activities and operations taking place in the Sports Centre. Control measures are implemented and that assessments are monitored and reviewed;
- 7.2. Periodically review Sports Centre policy documents, amend as

- necessary and circulate any changes to appropriate staff;
- 7.3. Ensure that the correct procedure is followed for the reporting, recording, investigation and follow-up of accidents (including near miss) on the premises;
 - 7.4. Advise the Operations Manager of any defect in the state of repair of the building or its surrounds which is identified as being unsafe and take whatever local action is necessary to minimise the risk until repairs can be arranged;
 - 7.5. Report to the Operations Manager any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.

8. Site Officer

The Site Officer is responsible to the Operations Manager. Duties include:

- 8.1. Arranging for the removal from service of any item of furniture, apparatus or equipment, which has been identified as unsafe;
- 8.2. Taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc.;
- 8.3. Participating in the bi-annual health and safety checklist paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 8.4. Ensuring that other site supervisory staff (cleaners, for example) are adequately supervised;
- 8.5. Identifying any particular health and safety training needs of supervisory staff in the group;
- 8.6. Ensuring that staff within the group are not involved in activities outside their limitations;
- 8.7. Ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 8.8. Ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.
- 8.9. The Site Officers must ensure they have been made aware and are familiar with the school's Safety Policy and procedures and that cleaning staff (contractual) are equally aware of any implications of the policy as it affects their work activities (e.g.-storage arrangements, materials; equipment; substances etc.)
- 8.10. Under section 6 of the Health and Safety at Work Act the Site Officers are responsible for ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances, etc., is accompanied by adequate information and instruction prior to use. (NB Use of Manufacturers' Data Sheets and COSHH);
- 8.11. The Site Officers must inform the Operations Manager whenever contractors are due to enter the school to undertake maintenance, service or works contracts;
- 8.12. Overseeing the safety and security of the school site, ensuring regular monitoring of lighting.

9. All Employees

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions (Section 7 Health and Safety at Work Act 1974).

Employees must also co-operate with the Trust central staff, governing body and senior leadership of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises. All employees are required:

- 9.1. To participate in the risk assessment process and comply with findings;
- 9.2. To report all defects in the condition of the premises or equipment to which they become aware;
- 9.3. To report all accidents according to the procedures included in Part 3 of this document;
- 9.4. Be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 9.5. To make use of all necessary personal protective equipment provided for safety or health reasons;
- 9.6. To, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 9.7. Follow all relevant codes of safe working practice and local rules;
- 9.8. Report any unsafe working practices to the Head of Faculty / Operations Manager.

10. Pupils / Students

All pupils must be encouraged to follow all safe working practices and observe all School safety rules. All pupils / students will:

- 10.1. Follow all instructions issued by any member of staff in the case of an emergency;
- 10.2. Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.;
- 10.3. Inform any member of staff of any situation, which may affect their safety;
- 10.4. Movement of students through corridors between lessons is carefully monitored by staff.

11. Staff Safety Representatives

Health and Safety at work law makes provision for the appointment of trade union appointed safety representatives from amongst the employees. Where a representative is appointed, the safety representative shall have the following functions:

- 11.1. To investigate potential hazards and to examine the causes of accidents in the workplace;
- 11.2. To investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- 11.3. To make representations to the Headteacher via the Operations

Manager on general matters affecting the health, safety and welfare of employees;

- 11.4. To carry out workplace health, safety and welfare inspections;
- 11.5. To attend any safety committee meetings;
- 11.6. To co-operate with his employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

12. Health and Safety Committee (Secondary)

The established Health and Safety Committee, which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others that may be affected by the academy's activities. Membership of the Committee should comprise of:

Local Governing Board representative
SLT representative
Head of Operations (Chair)
Head of Physical Education
Head of Creative design
Head of Science (or nominated representative)
DT Technician
Sports Centre Manager
Staff Union representative
Staff Pupil Council Representative (through Student Council)

N.B All high risk departments should be represented

The H&S Committee will be responsible for the following.

- 12.1. To be involved in the monitoring of health and safety training;
 - 12.2. To look at accidents statistics, ill health for the academy and to monitor and review trends, report to the Local Governing Body;
 - 12.3. To be involved and assist with the actions of the health and safety audit reports / fire risk assessments by ensuring the actions / recommendations of the report are implemented;
 - 12.4. To ensure there is a process in place for reviewing of Risk Assessments and audits;
 - 12.5. Suggest health and safety targets and priorities for the forthcoming year;
 - 12.6. To review safeguarding and security across the site;
 - 12.7. Review any upcoming building projects;
 - 12.8. Report any health and safety issues across the site.
 - 12.9. Review health and safety concerns raised by Pupil Council
- Error! Reference source not found.:** Health and Safety Committee Agenda

13. External Competent Assistance

The competent assistance and advice is provided by:

Cambridgeshire County Council Health, Safety and Wellbeing Team

The Management of Health and Safety at Work Regulations 1999, regulation 7, requires that every employer must appoint one or more competent persons to assist them with the implementation and provision of health and safety measures.

The Health and Safety Consultants indicated above has been contracted to ensure that Anglian Learning is provided with the necessary information, advice and assistance to comply with current Health and Safety Legislation.

Contact Details:

Cambridgeshire County Council Health and Safety Team
1st Floor Octagon
Shire Hall
Cambridge
Cambridgeshire
CB3 0AP
Tel: 01223 714768
Fax: 01223 475932

Arrangements and Procedures for Health, Safety and Welfare

All of the below are a requirement and personalised to each school

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 and Investigation

The reporting procedure will be in accordance with the policy as laid down in the Staff Handbook. This procedure must be brought to the attention of Heads of Faculty:

Employees must report all accidents, incidents, near misses, dangerous occurrences, violence incidents, verbal abuse and near misses in accordance with the County Accident Reporting Procedure. This is shown in full as Appendix 1.

- 1.1. All accidents, dangerous occurrences, and near misses must be reported to the County Council. Incident Reporting [portal](https://www.reportincident.co.uk/Cambridgeshire/1) <https://www.reportincident.co.uk/Cambridgeshire/1> (IRF 96). Violent incidents and verbal abuse must be reported on the standard County Council Incident Report (IRF96) Form;
- 1.2. "Near Misses" must also be recorded on the Every system. These are incidents that occur but where no injury or damage is sustained but could, potentially, have been serious incidents. Remedial action taken promptly after a near miss can prevent a serious accident occurring later, outcomes should be clearly recorded;
- 1.3. The person responsible for First Aid reporting must ensure that they have seen each IRF(96) before they are sent to CCC. A copy should be kept at the establishment and either centrally filed or held on the personal file of a staff member or pupil / child. NB Faulty systems of work, plant, equipment, fittings etc., must be reported and attended to as soon as possible;
- 1.4. The person responsible for First Aid must investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment etc. must be taken out of use when necessary and will be clearly labelled to that effect;
- 1.5. All deaths and major injuries must be reported immediately to the Health and Safety Team by telephone on 01223 699123;
- 1.6. The IRF96 must be completed online and sent to the Health and Safety Team for absences through accident for periods of 7 days or more (including W/E's and holidays) or when a non-employee attends hospital following an accident whilst at work. Please refer to the IRF96 guidance for full details of reportable incidents..

2. Asbestos

The Site Officer will be responsible for Asbestos, location of asbestos survey, updating of the Frontline Asbestos Portal, arrangements to ensure contractors and others such as site supervisors etc. have sight of asbestos report prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval from premises manager / checking manual, how staff should report damage to asbestos materials. A copy of the current Asbestos report is to be kept with the contractors signing in book.

- 2.1. Any asbestos that is likely to be disturbed or removed is to be done using approved Licensed Contractors in accordance with the Asbestos at Work Regulations;
- 2.2. The Site Officer will also be responsible for setting out safe systems of maintaining the fabric of the buildings and making the Governors aware of any specific problems, through the Headteacher.

3. Building Services

To ensure some systems of work (such as working at height or working in confined spaces) are carried out safely, systems of work will be prepared by the person undertaking the activity detailing how the work should be carried out. These will be used with the relevant risk assessment to ensure all potential hazards are identified, and details made available on how to conduct the work as safely as possible. For other work activities, lesson plans and/or procedures should be prepared.

The Site Officer shall be responsible for making arrangements of the induction of contractors to exchange Health and Safety information and agree safe working arrangements, safeguarding procedures, risk assessments, signing in on 5Cs system. Contractors working on the school premises are required to identify and control risks arising from their activities and to share this information with the school in advance of work starting. Contractors will inform the Site officer of all potential risks to staff, pupils and visitors. Contractors will be required to provide in advance the documentation and evidence as listed in the Contractors Handbook.

4. Curriculum Safety

Requirements for teaching staff to undertake suitable (written) risk assessments prior to commencing hazardous activities, ensure that health and safety is written into the lesson scheme of work, specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"].

5. Drugs and Medications

Please refer to the relevant Trust and academy policies.

6. Electrical Equipment

Fixed Electrical Inspection takes place over a rolling programme of 20% per

year.

The procedure to be adopted is as a means of satisfying the Electricity at Work Regulations and the IET Code of practice

Portable Equipment – will be tested as per Risk Assessment. Failed equipment must be taken out of operation.

Electrical equipment should not be brought in from home without prior consent. Any items agreed must be PAT tested

Electrical items such as toasters and fan heaters are not permitted on site

7. Extended School / Adult Learning

Please refer to any relevant policies.

8. Fire Precautions and Procedures

The Operations Manager is responsible for undertaking and reviewing fire risk assessment, frequency and arrangement of drills, procedures to be followed, staff with special responsibilities e.g. fire marshal etc., assembly points, maintenance of fire exits / escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

Location of emergency procedure documents

Written emergency procedures exist covering a range of hazardous situations e.g. fire, bomb alerts, severe weather, electrical faults etc. These documents are located with:

- Each member of the School / School Leadership Team
- Operations Manager
- Site Officer
- Headteacher's PA

9. First Aid

Please refer to staff handbook and Managing Medical needs and First Aid Policy

The Headteacher or Deputy Principal should ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

10. Glass and Glazing

All glass in doors, side panels to be safety glass, all replacement glass to be of safety standard as per Regulation 14.

11. Hazardous Substances

The Governors recognise the need for the school to carry out risk assessment of all areas in accordance with the regulations.

It is a requirement under the Management of Health and Safety at Work Regulations to carry out risk assessments with other chemicals and all operations involving mechanical and electrical hazards. Heads of Departments (or appointed "assessor(s)") will be required to make provision for this in their departmental safety policy.

Working in conjunction with the school chemical register and the COSHH package, Heads of Department will ensure assessments have been carried out and that further monitoring is in place as required.

Review of practice and procedure must take place periodically in the department.

The Governors recognise there will be occasions to refer to outside specialists for air monitoring and the checks of ventilation systems already installed for the removal of dusts, vapours, gases, etc., (e.g. fume cupboards, woodwork extraction, heat treatment, soldering, etc.).

Provision will be made to ensure this takes place every 14 months. A register of all such tests will be logged on the Every system by the Head of Operations.

12. Health and Safety Advice

Health and Safety Adviser,

Cambridgeshire County Council: Joanne Flanagan 01223 714768 /
07467330576

13. Housekeeping, Cleaning and Waste Disposal

13.1. Cleaning Manager is responsible for day to day cleaning as per specification for each area. Specialist areas to be deep cleaned at regular intervals as specified;

13.2. Heads of Faculty should make regular checks of their departments maintaining tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

14. Handling and Lifting

Comply with 'The Manual Handling Operations Regulations 1992, amended in 2002 ('the Regulations').

Consider the risks from manual handling to the health and safety of your employees. Risk assessments and training to be in place for all handling and lifting.

15. Jewellery

Please refer to school policy.

16. Legionella / Water Hygiene

16.1. Ensure the academy meets the requirements of Legionella Management

- in line with current HSE L8 guidance;
- 16.2. To carry out and manage Legionella Risk Assessments and monitoring using competent external contractors to manage water hygiene monitoring including bi annual Legionella risk assessment;
 - 16.3. Ensure records are kept and remedial work and examinations have been effective.

17. Lettings/Shared use of Premises

As per Lettings policy, Terms and Conditions.

18. Lone Working

- 18.1. Duty holders to decide what they need to do to comply with their legal duties towards lone workers under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- 18.2. Involve staff or their representatives when undertaking the required risk assessment process;
- 18.3. Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);
- 18.4. Review risk assessments annually or, as few workplaces stay the same, when there has been a significant change in working practice. When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, making arrangements to provide help or back-up; and where a lone worker is working at another employer's workplace, that employer should inform the lone worker's employer of any risks and the required control measures.

19. Maintenance / Inspection of Equipment

Details and records of all Inspections and Testing are recorded on the Every system by the Operations Manager and Site Officer. All inspections and testing to take place within statutory guidelines.

20. Medication Policy

Please refer to school Medication Policy.

21. Monitoring and Evidencing the Policy

The Local Governing Board will require, once a year, in the Headteacher's report, a commitment by the Headteacher that departmental self-inspections have been carried out and evidenced the monitoring to substantiate this has been undertaken by suitably qualified and experienced persons.

The Local Governing Board, with the Headteacher, will identify from the report strengths and weaknesses in the conduct of departmental inspections, in order to remedy situations and to plan successfully, future objectives regarding health and safety matters.

22. New and Expectant Mothers

Under the Management of Health and Safety at Work Act there is a duty to consider risks to new and expectant mothers.

Provide a risk assessment taking into account specific risks relating to their working environment. Ensure employees are aware they are required to inform HR of their condition before a workplace assessment can take place.

23. Personal Protective Equipment

PPE to be provided free of charge where risk assessment determines to be necessary.

24. Plant and Machinery

24.1. The Local Governing Board recognise that initially it may be required to seek specialist advice in determining the safety requirements for:

- Adequate and correct guarding of machinery
- General inspection of plant, equipment and machinery
- Storage and transportation of toxic substances, gases, etc.
- Disposal of toxic and other waste substances and materials.

24.2. The Head of Faculty /Facility will be responsible for carrying out periodical checks within- his/her department, using the text, checklists and information as provided in the Health and Safety Manual.

It is also recognised that certain items of machinery / equipment require be checking and certificating.

24.3. Heads of Faculties will be responsible for defining safe systems of work for cleaning and maintaining plant machinery / equipment. They will also be required to select and provide suitable protective clothing/equipment and of the correct type.

25. Reporting Defects

Defects should be reported through the Every System, the Site Officer and team will arrange any remedial works.

26. Signage

Ensure that all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing / equipment, registers, logbooks etc.

27. School Trips / Off-Site Activities

Procedures for field trips and extra-curricular activities are as outlined in the Staff Handbook and Schools Trips Policy. Where applicable, reference should also be made to the "Educational Visits and Journeys Manual". Activities which

fall outside the scope of this document will be organised in-house with written instructions and arrangements conveyed to all interested parties.

28. School Transport

Arranged through Local Authority and they maintain the responsibility for Health and Safety related to this.

29. Smoking

The entire site of each academy is a No Smoking Area

30. Staff Consultation

The Headteacher will be responsible for ensuring that any regulations, information, guidance notes, etc. received are passed immediately to staff who have a direct interest.

As this will normally relate to a department's activities, the information will have to be passed on or highlighted in that department's safety policy or safe working arrangements.

31. Staff Health and Safety Training and Development

This will apply to all new employees and to existing employees where there is a change in their Job Description. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid and welfare arrangements. This will form part of employee induction.

Training for will be undertaken by staff who are required to undertake risk assessments as part of their responsibilities.

32. Staff Well-being / Stress

Please refer to Well Being Charter

33. Swimming Pool Operating Procedures

Refer to Normal Operating procedure and Emergency Action Plan, Pool Specific Operating Plan

34. Use of VDU's / Display Screens

To comply with The Health and Safety (Display Screen Equipment) Regulations 1992, staff to minimise risk and analyse workstations should complete a Display Screen Equipment risk assessment. A DSE user is identified as someone who uses a computer for a significant period of time i.e. 1 hour a day.

35. Vehicles on Site

Vehicles are only permitted to park in designated parking bays.

Bus Bays are solely for use of school buses during the hours of 8.30 am - 9.30 am and 2.30 pm- 3.30 pm.

36. Violence to Staff / School Security

- 36.1. All visitors and contractors are to report and sign in on arrival;
- 36.2. All staff are required to wear school identity badges on site;
- 36.3. As part of staff induction, they are required to undertake child protection training and how to deal with intervention of physical violence.

37. Working at Height

- 37.1. Staff needing to work at height are required to undertake appropriate recognised qualifications (ladders, PASM. High Access, Working at Height);
 - 1..1. Ladders to be checked and recorded on a monthly basis by the Site OfficerLadders not in use, are to be secured as current regulations state;
- 37.3. Risk assessments to be completed. Pupils are not allowed to use ladders on site under any circumstances;
- 37.4. Contractors are required to provide their own ladders unless arranged in advance with the Site Officer and sufficient evidence of competency has been provided.

38. Work Experience

The Head of Year 10, Work Experience Co-ordinator and Careers Co-ordinator are directed to the Health and Safety handbook and will follow the guidance as provided on placement and inspection procedures.

39. Violence and aggression behaviour

Please refer to Prevention and Management of Abuse towards staff policy.

Appendix 1 Guidance from County Council for reporting incidents

Injuries and ill health to people at work

Under RIDDOR, the appointed person must report the following work-related accidents, including those caused by physical violence, if an employee is injured, wherever they are working:

- Accidents which result in death or a specified injury must be reported without delay;
- Accidents which prevent the injured person from continuing their normal work for more than seven days (not counting the day of the accident, but including weekends and other rest days).

For further information, please see the following link
<http://www.hse.gov.uk/riddor/reportable-incidents.htm>

Physical violence to members of staff

Some acts of non-consensual physical violence to a person at work, which result in death, a specified injury or a person being incapacitated for over seven days, are reportable. In the case of an over-seven-day injury, the incapacity must arise from a physical injury, not a psychological reaction to the act of violence.

Incidents to pupils and other people who are not at work

Injuries to pupils and visitors who are involved in an accident at school or on an activity organised by the school are only reportable under RIDDOR if the accident results in:

- The death of the person, and arose out of or in connection with a work activity;
- An injury that arose out of or in connection with a work activity and the person is taken directly from the scene of the accident to hospital for treatment (examinations and diagnostic tests do not constitute treatment).

Violence between pupils is a school discipline matter and not reportable under RIDDOR, as it does not arise out of or in connection with a work activity.

What about accidents to pupils in a playground?

Most playground accidents due to collisions, slips, trips and falls are not normally reportable. Incidents are only reportable where the injury results in a pupil fatality or taken directly to a hospital for treatment. Either is only reportable if they were caused by an accident that happened from or in connection with a work activity.

This includes incidents arising because:

- The condition of the premises or equipment was poor, e.g. badly maintained play equipment;
- The school had not provided adequate supervision, e.g. where particular risks were identified, but no action was taken to provide suitable supervision.

How do you decide whether an accident to a pupil ‘arises out of or is in connection with work’?

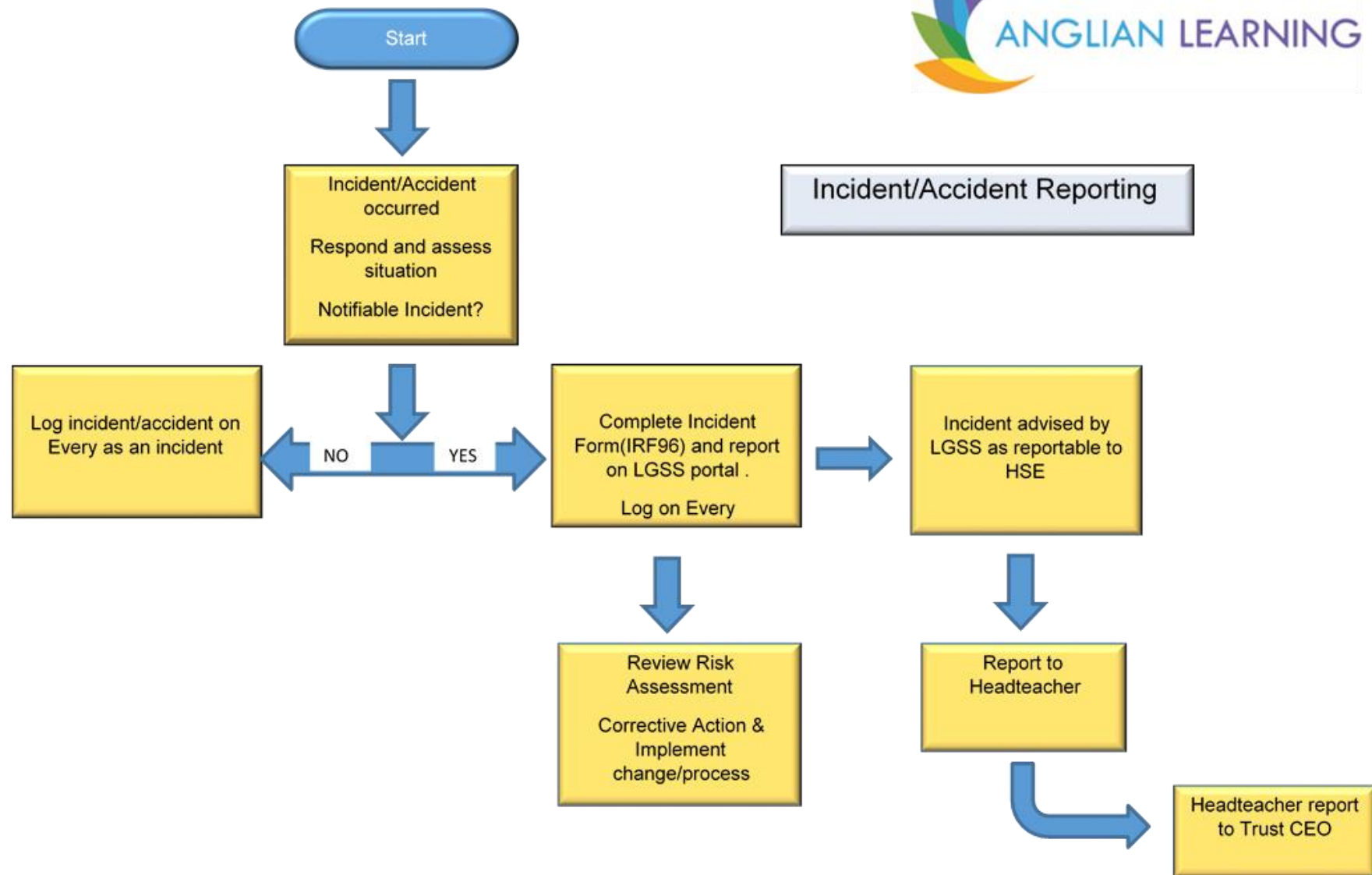
The responsible person at the school should consider whether the incident was caused by:

- A failure in the way a work activity was organised (e.g. inadequate supervision of a field trip)
- The way equipment or substances were used (e.g. lifts, machinery, experiments etc.)
- The condition of the premises (e.g. poorly maintained or slippery floors).

For example, if a pupil is taken to hospital after breaking an arm during an ICT class, following a fall over a trailing cable, the incident would be reportable. If a pupil is taken to hospital because of a medical condition

(E.g. an asthma attack or epileptic seizure) this would not be reportable, as it did not result from the work activity. This means that many of the common incidents that cause injuries to pupils at school tend not to be reportable under RIDDOR, as they do not arise directly from the way the school undertakes a work activity.

Appendix 4 Incident / Accident Reporting



Appendix 6 Statutory Inspections

Statutory Servicing, Testing and Inspection

In order to meet legislation, Health and Safety regulations, the following items, where applicable, should be serviced, tested or inspected and records logged on the Every system.

Indicative Service Intervals for Schools' Equipment	Item Service Interval
Fire Alarm Systems	Every 3 months
Emergency Lighting	Every 6 months
Fire Extinguishers	Every 12 months
Fire Hydrants	Every 12 months
Fire Sprinklers	Every 3 months
Boilers – Gas	Every 12 months
Boilers – Oil	Every 6 months
Heating Controls	Every 12 months
Pressure Sets (used with heating systems)	Every 12 months
Pressure relief valves on heating systems	Every 12 months
Oil tanks (condition and calibration of gauges)	Every 12 months
Steel Chimneys (soundness)	Every 12 months
Water Hygiene	Monthly Water Hygiene
Legionella Risk Assessment	Every 2 years
Stage Lighting	Every 12 months
Gas equipment (inc. heaters, lab taps and systems, CDT equipment and systems)	Every 12 months
Passenger Lifts and Hoists (including special-needs Hoists and tracks etc.)	Every 3 months (subject to usage)
Hoist Servicing (goods)	Every 12 months
Fixed Electrical Installations	Every 5 years or 20% per year
Fixed Electrical Installations – Swimming Pools	Every 12 months
Portable Electrical Appliances	By risk assessment up to 24 months
Sewage Pumps	Every 6 months
Lightning Conductors	Every 12 months
Swimming Pools including microbiological water testing	At commissioning and every month thereafter
Hot Water Blending Valves	Every 8 months
Catering Equipment	Every 12 months
Local Exhaust Ventilation (e.g. Fume cupboards, fume and wood dust extraction systems)	Every 14 months
Automatic Opening Doors	Every 12 months