

Part 1: Statement of Intent

The Governing Body believes that ensuring the health and safety of staff, students and visitors is essential to the success of the school.

We are committed to:

- Providing a safe and healthy working and learning environment
- Preventing accidents and work related ill health
- Assessing and controlling risks from curriculum and non-curriculum work activities
- Complying with statutory requirements as a minimum
- Ensuring safe working methods and providing safe equipment
- Providing effective information, instruction and training
- Monitoring and reviewing systems to make sure they are effective
- Developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters
- Setting targets and objectives to develop a culture of continuous improvement
- Ensuring adequate welfare facilities exist at the school
- Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable

A Health and Safety Management System has been created to ensure the above commitments can be met. All Governors, staff and students will play their part in its implementation.

Part 2: Organisation

- To comply with the Governing Body's Statement of Intent the school's normal management structure have had additional responsibilities assigned, as detailed below.
- An organisational chart showing the school's health and safety management structure is attached-Appendix 1.

The Governing Body

The Governing Body has the following responsibilities to ensure:

- A clear written policy statement is created which promotes the correct attitude towards safety in staff and students
- Responsibilities for health, safety and welfare are allocated to specific people and those persons are informed of these responsibilities.
- Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- Sufficient funds are set aside with which to operate safe systems of work.
- Health and safety performance is measured both actively and reactively.
- The school's health and safety policy and performance is reviewed annually.

The Headteacher

The Headteacher has the following responsibilities:

- To be fully committed to the Governing Body's Statement of Intent for Health and Safety.
- Ensure that a clear written local policy for Health and Safety is created.
- Ensure that the Policy is communicated adequately to all relevant persons.
- Ensure appropriate information on significant risk activities is given to visitors and contractors.
- Ensure appropriate consultation arrangements are in place for staff and their Trades Union representatives.
- Ensure that all staff are provided with adequate information, instruction and training on health and safety issues.
- Make or arrange for risk assessments of the premises and working practices to be undertaken.
- Ensure safe systems of work are in place as identified from risk assessments.

- Ensure that emergency procedures are in place.
- Ensure that equipment is inspected and tested to ensure it remains in a safe condition.
- Ensure records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- Ensure arrangements are in place to monitor premises and performance.
- Ensure that all accidents are investigated and any remedial actions required are taken or requested.
- Report to the Governing Body annually on the health and safety performance of the school.

School Health and Safety Co-ordinator

The School Health and Safety Co-ordinator has the following responsibilities:

- To co-ordinate and manage the annual risk assessment process for the school.
- To co-ordinate the annual general workplace monitoring inspections and performance monitoring process.
- To make provision for the inspection and maintenance of work equipment throughout the school.
- To manage the keeping of records of all health and safety activities including management of building fabric and building services in liaison with NPS and other contractors.
- To advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors.
- To ensure that staff are adequately instructed in safety and welfare matters about their specific work place and the school generally.
- Carrying out any other functions devolved to her by the Headteacher or Governing Body.

Teaching/Non-teaching staff holding positions of special responsibility

This includes the Deputy Headteacher, Assistant Headteachers, Heads of Departments, Pastoral Leaders, Technicians and Site staff. They have the following responsibilities:

- Apply the school's Health and Safety Policy or relevant County Council Health and Safety Code of Practice to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements.
- Carry out regular health and safety risk assessments of the activities for which they are responsible.
- Ensure that all staff under their control are familiar with the health and safety Code of Practice, if issued, for their area of work.
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Headteacher any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- Ensure, so 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 health and safety.
- Investigate any accidents that occur within their area of responsibility.

Class teachers

Class teachers are expected to:

- Exercise effective supervision of their students, to know the procedures for fire, first aid and other emergencies and to carry them out.
- Follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Code of Practice, if issued, and to ensure that they are applied.
- Give clear oral and written instructions and warnings to students when necessary.
- Follow safe working procedures.
- Require the use of protective clothing and guards where necessary.
- Make recommendations to their Headteacher or Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- Avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation.
- Report all accidents, defects and dangerous occurrences to their Head of Department.

School Health and Safety representatives

- The Governing Body recognises the role of Health and Safety Representatives appointed by a recognised trade union. Health and Safety Representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They will also be consulted on health and safety matters affecting all staff.
- They are also entitled to certain information, e.g. about accidents and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and do not carry out duties on behalf of the Headteacher or Governing Body.

All employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- Comply with the school's health and safety policy and procedures at all times – in particular procedures for fire, first aid and other emergencies.
- Co-operate with school management in complying with relevant health and safety law.
- Use all work equipment and substances in accordance with instruction, training and information received.
- Report to their immediate line manager any hazardous situations and defects in equipment found in their work places.
- Report all incidents in line with current incident reporting procedure.
- Act in accordance with any specific health and safety training received.
- Inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements.
- Exercise good standards of housekeeping and cleanliness.
- Co-operate with appointed Trade Union Health and Safety Representative(s).

Students

Students, allowing for their age and aptitude, are expected to:

- Exercise personal responsibility for the health and safety of themselves and others.
- Observe standards of dress consistent with safety and/or hygiene.
- Observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency.
- Use and not willfully misuse, neglect or interfere with things provided for their health and safety.

Part 3: Procedures and arrangements

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's Statement of Intent.

Risk Assessment

- General Risk Assessment will be coordinated by L Douds following guidance contained in the Health and Safety Manual.
- Maternity Risk Assessments will be carried out by L Douds following guidance contained in Health and Safety Manual.
- Risk Assessments for Curriculum activities will be carried out by relevant Heads of Department/Pastoral Leaders and subject teachers using Health and Safety Codes of Practice for Design & Technology, Science, PE, Art, Swimming and Drama available from the city council.

Fire

- A fire risk assessment will be carried out by L Douds in association with appointed persons from the Facilities Management Provider. This will be reviewed at the FM Liaison meetings

Manual Handling

- Manual handling risk assessments will be carried out by the site manager (or deputy) following guidance from the FM Provider.

Computers and Workstations

- VDU risk assessments will be carried out by trained personnel following guidance contained in the Health and Safety Manual.

Hazardous Substances

- The site manager will identify hazardous substances for which no generic assessment exists in the Codes of Practice mentioned above, or in the Caretaking Code of Practice, following guidance of the FM provider.

Violence

- Assessment of the risks of violence to staff will be carried out by L Douds following guidance contained in the Health and Safety Manual.

Emergency Procedures

Fire and Evacuation

- Fire and evacuation procedures are displayed in all areas.

First Aid

- First aid boxes are provided at the following locations: Science laboratories, D&T areas, Art Areas, General Office, Inclusion Suite and Medical room.

The following staff are available to provide first aid: Certificated (First Aid at Work qualified) First Aiders:

L. Douds, C. Mellor, L. McLean, C. Patterson, J. Newton, R. Gallagher

In event of needing first aid assistance, either: -

Locate the nearest first aider or phone office for the on-call person who will locate the nearest first aider and cover their class if required.

Transport to hospital:

- If an ambulance is required, a member of the admin team will call "999". It may be appropriate in less severe cases to transport a student to a casualty department without using an ambulance, but this should always be on a voluntary basis. If a member of staff uses their own car for these purposes, they must ensure that they have obtained specific cover from their insurance company. The school will reimburse additional insurance premiums where necessary.
- No casualty should be allowed to travel to hospital unaccompanied. A Senior Leader will designate an accompanying adult in emergencies where parents cannot be contacted.

Incident Reporting

Gas Leaks

- Any member of staff discovering a suspected gas leak should make an informed judgement based on how strong the smell is as to whether they immediately evacuate the building and telephone National Grid on 0800 111 999.
- If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

Chemical Spills

- All Science teachers and technicians should follow guidance contained in the Health and Safety Code of Practice for Science.

Minibuses

- Minibus driver training and D1 (post 1997 qualified drivers) – an annual check will be carried out by L Douds to ensure all drivers are qualified to drive the minibus. A list will be kept in the finance office.

Inspection and testing of plant and equipment

Statutory Inspections

- All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, compressors, lifting equipment, local exhaust ventilation, pressure cookers etc) will be inspected by appropriate contractors engaged by the FM provider.

Portable Electrical Appliances

- Inspection and testing of portable electrical appliances will be carried out following guidance by the FM provider.

Equipment Maintenance - Curriculum

- Heads of Department will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented following guidance contained in health and safety Codes of Practice for Design & Technology, Science, Art, PE and Drama.

Ladders and Access Equipment

- The FM provider will be responsible for inspection and maintenance of ladders and other access equipment following guidance.

Health and Safety monitoring

- General Workplace Inspections will be coordinated by L. Douds
- Monitoring inspections of individual departments will be carried out by Heads of Department or nominated staff following guidance.

Premises Management

Security and Visitors

- All visitors must report to General Office where they will be asked to register on the electronic signing in system and wear an identification badge.

Vehicles on Site/Parking

- Cars must be parked in designated areas, and at owner's risk.
- Parking bays dedicated for disabled persons are available at the front of the building and should only be used by badge-holders or with the permission of the H&S co-ordinator, L. Douds

Arrangements for Disabled Persons

- Personal emergency and evacuation plans will be drawn up as required by L. Douds. It is the responsibility of Heads of Year to ensure that sufficient information is made available to L.Douds to determine whether a PEEP is required.

Asbestos

- The new build is asbestos free.

Control of Contractors

- All contractors must report to the site manager (or deputy), where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- L.Douds is responsible for monitoring areas where the contractor's work may directly affect staff and students

Lettings

- Lettings are managed by L.Douds/C Rogerson following the agreed policy.

Other procedures

Managing Medicines

- Prescribed medication will be administered to students in line with the Managing medications policy.

Educational Visits

- Educational visits will be organised following guidance contained in DfES (DCSF) documentation and the Children's Services guidance document. The Educational Visits Co-ordinator is S Fisher.

Minibuses

- Operation of minibuses will be will be carried out by L.Douds following guidance.

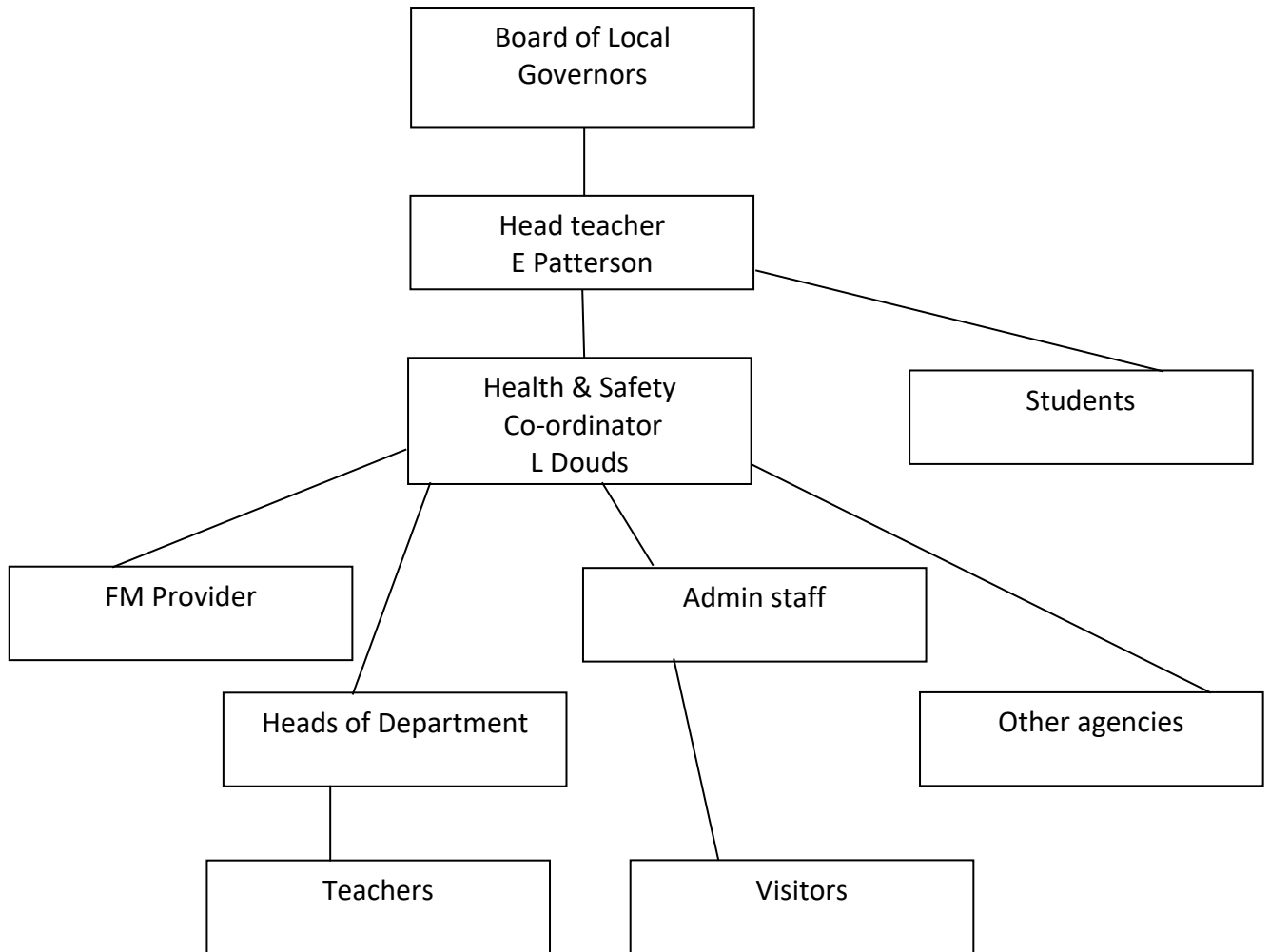
Review

These arrangements will be reviewed periodically and revised as new topics arise which may affect the process of managing health and safety for staff, students, contractors and other visitors.

Policy review date	By whom	Approved (<i>insert date</i>)
September 2014	E. Milne	01/09/14
December 2015	FGB- Academy Directors	10/12/15
September 2019	FGB- Academy Directors	20/09/19
Feb 2020	L. Douds	04/02/2021

Appendix 1

Health and Safety Organisational Chart



Appendix 2

Fire and Evacuation Procedures

Fire notices are displayed at suitable locations.

Escape routes are checked by RFM staff every week.

Fire Extinguishers are maintained and checked by the FM contractor.

Alarms are tested by the site manager (or deputy) every week.

Emergency evacuation procedure will be tested once every term.

PREMISES EVACUATION ARRANGEMENTS in case of an alarm being activated are as follows: -

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm by breaking the fire glass at any location. They should then notify the main office of the exact location. This will instigate the schools detailed Fire Evacuation Procedures
- The EMERGENCY WARNING is the ALARM SIGNAL ringing continuously.
- RFM staff will go to the zone where the alarm has been set off to investigate if there is a fire or false alarm and will contact the control room if there is a genuine fire or false alarm. If there is a genuine fire the fire brigade will be contacted immediately.
- On hearing the alarm, students should leave in single file when instructed by the teacher in charge of the class. Students should then leave by the nearest available marked escape route. The last person to leave the classroom must close the door. Students should walk to their dedicated assembly point.
- If a student is not in a classroom when the alarm sounds, he/she must walk to the assembly point leaving the building by the nearest marked escape route.
- Students will assemble in Years at their designated area on the field.
- Staff not with students, visitors and contractors must leave the building by the nearest exit and report directly to the senior office staff at the assembly point.
- Disabled students' timetables will be held in the main offices for access in an emergency. The Health and Safety Co-ordinator will discuss with any disabled students and their parents the evacuation procedure in case of an emergency and draw up a Personal Emergency Evacuation Plan (PEEP) following guidance in Section 4 of the Health and Safety Manual.
- The assembly areas are on the field.
- A Senior Member of Staff will undertake supervision of the assembly areas.
- Immediately students arrive at the assembly area, they must stand in their form groups in silence while staff checks their registers. Registers will be taken out to the assembly point by admin staff. The result of this check must be reported to the person in charge as soon as it is completed.
- Designated fire wardens will sweep the building.
- Fire marshals will liaise to check that any named disabled students and helper or disabled visitors have been evacuated.
- When the school is clear fire wardens should notify the named senior member of staff as per the schools fire evacuation procedures
- A member of senior staff will take charge outside.
- The fire marshal(s) will liaise with the Fire Brigade on their arrival.
- When the fire marshal(s) are satisfied that it is a false alarm, he/she will direct staff, students and visitors to return to the building.
- If the building cannot be reoccupied following an evacuation, students will be evacuated to sites identified in the Critical Incident Plan and arrangements made to contact parents.

Appendix 3

Incident Reporting and Investigating

All incidents will be reported and investigated in accordance with policies.

Individual student incidents will be recorded in the first aid log held at the student reception area. Basic details only will be recorded. Student and staff incidents that require external medical assistance and/or where a review of existing procedures/processes are required, will be logged on an ACC1 form. A copy of this will be retained securely in school and a copy will be sent to NCC corporate health and safety dept. for review. A summary of such incidents will be shared with the relevant governing committee as required but at least annually. Near miss incidents will also be recorded and actioned in the same way. This reporting will be completed by L Douds.

Investigation of Incidents and Remedial Action.

L Douds will investigate all incidents and make appropriate recommendations to the head teacher to prevent a recurrence.

Reporting- the person responsible for recording and reporting of and maintaining records is L Douds