



Cheviot

Learning Trust

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| Name of Policy | Health and Safety |
| Policy Number | S6a |
| Cheviot Learning Trust | Highfield Middle School |
| Named Person(s) | Richard Oades |
| Review Committee | School Governing Board |
| Last review date | Autumn 2024 |
| Next review date | Autumn 2025 |

| | |
|--------------------|---|
| Purpose | NCC Health & Safety updated Policy |
| Key Changes | <p>Additions:</p> <ul style="list-style-type: none">• Health and Safety at Work etc Act 1974, page 4• Working at Height, page 20• Control of Vibration at work, page 21 <p>Updated links:</p> <ul style="list-style-type: none">• Accidents, Incidents & Occupational Diseases - F1, page 13• Violence at Work and Staff Protection - F2, page 13• Emergency Planning - F5, page 18 |

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|--------------------------------|---|
| | <ul style="list-style-type: none"> ● Electricity - L4, page 18 ● Risk assessment - E6, page 19 ● Noise - I1 page 22 ● Outdoor Play Equipment - G5, page 22 ● Personal protective Equipment (PPE) - L7, page 22 ● Ionising Radiations and Radon - H5, page 23 ● Young People at Work - L14, page 24 |
| Sources | NCC |
| Statutory/Non-Statutory | Statutory |

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Introduction

The health and safety of both staff and students has always been of paramount importance to the School Governing Board. Under the Local Management of Schools framework the School Governing Board of the school shares the responsibility for health and safety with the Local Authority (LA), which is Northumberland County Council (NCC).

The School Governing Board fulfils many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. The Headteacher is responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities. The LA provides specialist advice in relation to safety matters and many of the services requiring technical expertise.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

In order to comply with this requirement, the NCC Health and Safety Policy Statement and the Schools' Health and Safety Manual (SHSM) is provided on the Corporate [Health and Safety Team's website](#) together with several other supporting policy documents. However, due to the inevitable differences in the internal management and organisation of schools, the SHSM is designed to provide generic advice allowing the flexibility for each school to develop and adopt its own safety management systems and procedures.

In view of this, the school's own safety policy has been devised to complement that of the LA and provide those details that an LA policy cannot. For ease, the school policy is cross-referenced with the main manual.

The School Governing Board acknowledges its responsibilities and sets out its own policy and arrangements for health and safety. In order to issue this policy, many members of staff have already done much work, and the School Governing Board members wish to acknowledge their appreciation of these contributions.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff and regular updating of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome. In return, it offers the advantage of a clear and well organised safety management system, set out clearly for the benefit of everyone.

These detailed safety management arrangements play an essential part in the Learning Trust and County Council's approach to risk management to reduce the number of accidents and incidents as well as reducing the cost of litigation which impose an unacceptable budgetary burden.

Policy Statement

Our statement of general policy is to:

- Ensure the health, safety and welfare of all persons at work.
- Protect visitors, contractors and the general public who attend our premises/sites or who are affected by our undertakings, from risks to their health and safety which may arise from such activities.
- Provide the necessary resources to comply with the Health and Safety at Work Act and all associated legislation concerning health, safety and welfare.
- Identify hazards and provide adequate control of the risks arising from our work activities.
- Provide and maintain safe plant and equipment.
- Ensure the safe use, handling, storage, transport and disposal of materials and substances.
- Provide information, instruction and supervision for employees.
- Ensure that all employees are competent to do their tasks, and to give them adequate training.

- Maintain safe and healthy working conditions and ensure that the means of access to and egress from workplaces are safe.
- Consult with our employees on matters affecting their health and safety.
- Prevent accidents and cases of work-related ill health.
- Monitor health and safety performance on a regular basis.
- Provide appropriate personal protective equipment, where necessary.
- Bring the approved Health and Safety Policy Manual to the attention of all employees and, where necessary, other persons affected by Trust activities. Health and Safety Policies will be reviewed and revised as necessary.

Health and Safety at Work etc Act 1974 (HASAWA)

The HASAWA is the primary piece of legislation covering occupational health and safety in Great Britain. It sets out the general duties which:

- Employers have towards employees and members of the public
- Employees have to themselves and to each other
- Certain self-employed have towards themselves and others

It is the duty of the Trust to ensure, so far as reasonably practicable, the health, safety and welfare at work of all its employees.

The Chief Executive Officer (CEO) is accountable for the health and safety arrangements throughout the Trust. The discharge of this duty is given equal priority with any of the other obligations in the provision of services.

The aim is to ensure, so far as is reasonably practicable, the provision of a safe and healthy working environment for all employees and the protection of others who may be affected by the Trust's activities, especially the young people who attend Trust schools.

The Trust will achieve this standard by practising good safety management techniques. Arrangements will be planned, prioritised and implemented through the policy manual and associated guidance, as required. The progress achieved and the effectiveness of controls will be monitored through measurement of performance and regular reviews.

In practice, each of us has a part to play in the promotion of safety as well as the prevention of accidents and ill health at work. By valuing our own safety and that of our colleagues we will each be able to participate fully in assisting the Cheviot Learning Trust (CLT) in its commitment to safeguarding the health, safety and welfare of its employees and service users.

Alice Witherow, CEO

Paul Carvin, Chair of the Board

This document should be read in conjunction with the Northumberland County Council School Health and Safety Policy. This is an online document found [here](#).

Sections A to E7 of the NCC policy describe management arrangements and are replaced by the content of this document to reflect Learning Trust organisation and management structures. Sections F1 onwards of the NCC policy reflect H&S practice in the Trust and are adopted by the Learning Trust.

Safety Organisation

| Title | Name | |
|--|---|--|
| Chair of the School Governing Board | Colin Harwood | |
| Vice Chair | Lynsey Briddock | |
| School Governing Board member with Safety Responsibilities | | |
| Co-Chief Executive Officers | Alice Witherow | |
| Chief Operating Officer | Mark Tait | |
| Chief Finance Officer | Helen Beaton | |
| School Business Manager | Jenny Jewitt | |
| Headteacher | Richard Oades | |
| Deputy Headteachers | Caroline Gibbs | |
| Assistant Headteachers | Clare Carnegie | |
| Assistant Headteacher and SENCO Lead | Laura Hook | |
| Heads of Year | Gavin Burt Ellie McFadden Rob Mills Laura Hook | Head of year 5 Head of year 6 Head of year 7 Head of year 8 |
| Subject Leaders (and areas of responsibility) | Siobhan Moore Catherine Glasper Keith Bell Angela Platt Ruth Sims Rob Mills Esther Andreou Dan Boddy Jen Bird Christine Carruthers | RE ART English Music Computers PSHE Technology PE MFL Science |

| | | |
|---|--|--|
| Lead: <ul style="list-style-type: none"> • COSHH • Manual Handling • Fire and Emergency • First Aid Training • First Aid Equipment | Kerrie Tate Kerrie Tate Kerrie Tate Angela Robinson Angela Robinson | |
| Educational Visit Coordinator (EVC) | June Lomax | |
| Catering Manager | Liza Mackinnon | |
| Medical Coordinator | Angela Robinson | |
| Site Manager | Kerrie Tate | |
| Designated Safeguarding Officer(s) | Richard Oades Caroline Gibbs Laura Hook | |
| Safeguarding and Inclusion Lead | Richard Oades | |
| Trust Safety Management Leads | Mark Tait Sarah Charlton Mairi Gibson Maureen Donkin Carolyn Damer Sharon Mungall Additional members TBC | |
| Membership of the Schools Safety Management Team | Richard Oades Jenny Jewitt Kerrie Tate | |

Roles and Responsibilities
(see Section D of SHSM)

Further, more detailed information, regarding roles and responsibilities can be found in '[Section D - Organisation](#)' of the SHSM.

School

Governing

Boards

The Chair of the School Governing Board should take steps to discharge their own responsibilities for health and safety performance in school. Details of the responsibilities of governing bodies in relation to NCC is given in section '[E1 - Safety](#)'

[Management](#)' of SHSM. However, some of the principle responsibilities are given below:

- Ensure that Headteachers have made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below.
- Take an active role in the development of the health and safety policy for the school that reflects local procedures and policies.
- In conjunction with the Headteacher, provide a monitoring role for the school for health and safety performance. Any inspection reports should contain the following:
 - Action allocated to individuals who are responsible for the function
 - Time limits set for action
 - Remedial action to deal with the problems identified
 - Identification of any long term action required in order to address underlying causes of problems
- Ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by the County Council.
- To provide information to NCC on Health and Safety matters when requested.
- To ensure adequate resources are given to safety issues.
- To review performance periodically.
- To ensure that safety training is given priority for both School Governing Board members and staff.
- To ensure that the protocols detailed in section [E3](#) are followed for Managing Services and Construction Projects Independently.

Headteacher

The Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the full Management Team.

The Headteacher, assisted by the School Business Manager and School's Senior Leadership Team, is required to:

- Establish a structured system of safety management, in accordance with LA guidance and the LA Safety Policy. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan.
- Monitor and review safety performance regularly, and identify future needs in order to aid the planning process.
- Implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable.
- Coordinate any necessary safety arrangements with any contractors working on the site.
- Implement such procedures as are necessary to comply with all health and safety legislation, in accordance with LA guidance.
- Provide regular reports on significant issues and general progress to the Board.
- Foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

The Schools Safety Management Team

The Schools Safety Management Team are assigned specific duties to assist the Headteacher in the day-to-day management of the school. Meetings of the group will routinely take place once per term.

Subject Lead/Coordinators

The Subject Lead/Coordinator is responsible to the Headteacher for the safe management of the subject and for implementing specific school health and safety procedures relating to the subject area.

The Subject Lead/Coordinator will identify clear short and long term priorities of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Subject Lead/Coordinator will maintain a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate. The Subject Coordinator will assist in the fostering of a positive safety culture within their subject area.

The Subject Lead/Coordinator will make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. They will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

School Business Manager (SBM)

The Headteacher may delegate certain responsibilities to the SBM in part or in full:

- To assist the Headteacher to annually review the schools Health and Safety Policy and arrangements.
- To ensure that members of staff are aware of, and have access to, the schools Health and Safety Policy.
- To ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that they are provided with the necessary information, documentation and support to allow them to carry out their duties safely.
- To liaise with the Headteacher and, where appropriate seek further advice on the implications of safety legislation, codes of practice and approved safe working procedures.
- The health and safety aspects, affecting the design and layout of new and reorganised working areas.
- The health and safety aspects of new plant, equipment and personal protective clothing.

- To ensure that periodic inspections of the premises, plant, tools, equipment and work activities are completed by the departmental manager, reporting to the Headteacher and other managers who have responsibilities for actioning health and safety reports.
- To assist management with the preparation of departmental safe working procedures and safety rules.
- To liaise, where appropriate, with NCC Health and Safety Advisors, Health and Safety Executive (HSE) Inspectors, Fire Safety Officers and Environmental Health Officers.

Learning Trust Chief Operating Officer (COO)

The Learning Trust Chief Operating Officer is responsible to the Headteacher for the safe organisation and work of the business services and as Head of a 'Service Department' for fulfilling all those functions listed under 'Head of Department' with respect to Business Staff.

Catering Manager

The Catering Manager is responsible to the Headteacher for the safe management of the Catering Unit, in accordance with national best practice and guidance and the LA Safety Policy, and for implementing all school procedures relating to health and safety.

Site Manager

The Site Manager is responsible to the Headteacher for the safe organisation and work of the schools facilities services, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking and cleaning staff.

These staff are responsible for reporting accidents, defects to the building or their equipment, and any other relevant matters to the Headteacher.

All Staff

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with their managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Local Authority, Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council and Inspectors of the Health and Safety Executive in their inspections and investigations.

Staff must report immediately to their line manager any:

- Serious and immediate danger to health and safety, including any defects relating to facilities or equipment
- Matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety
- Accidents, incidents and hazards, ensuring that an accident report form is completed

Pupils

Pupils, in accordance with 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 health and safety rules of the school and in particular the instructions of staff in an emergency situation.
- Not wilfully misuse, neglect or interfere with things provided for their health and safety,

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in [Section B of the SHSM](#). Detailed arrangements and responsibilities of schools are provided in [Section E1 of the SHSM](#). All Headteachers and School Governing Board members should be aware of the content of this section and should document arrangements for fulfilling these duties within this policy.

It is a lawful requirement for employers to display the HSE Health and Safety approved poster. This is to be displayed in a prominent place where employees are based and should include the relevant information. [See section E5 'Information for Employees'](#).

General Arrangements

The arrangements set out in Sections [E to L](#) of the SHSM Safety Policy remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, identify responsible individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the LA Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are reviewed so as to remain fully up to date.

Meetings of the Trust Safety Management Leads

Purpose of Meetings:

- To direct and coordinate the necessary planning for health and safety, and to draft the School's Safety Policy
- To review, prioritise and direct safety initiatives arising from:
 - plans submitted by departments and/or coordinators
 - reports concerning safety inspections, accident reports and other means of monitoring performance
 - new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis.

Frequency of Meetings

The Trusts Safety Management Leads meeting will routinely take place once per term. Additional meetings should take place after serious incidents or where necessary.

COVID-19

The HSE have confirmed that COVID-19 is a reportable disease under RIDDOR 2013, but only in cases where there is reasonable evidence that someone diagnosed with COVID-19 was likely exposed because of their work. Further information can be found on the [HSE website](#). Managers should speak to the COO prior to making a notification, to ensure the case meets the reporting criteria. If it is agreed that a case does need to be reported to the HSE, this must also be logged on the Council's ANVIL incident reporting system so a central record can be retained.

Schools in the Trust follow current guidance and their own First Aid procedures for any cases reported by staff or students.

The coronavirus pandemic is also included in the Infection Control Policy linked on page 16 of this document.

Accidents, Near Misses, Violent Incidents (Section [F1](#) and [F2](#) of SHSM)

Accident Procedure

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible to allow plans to be made to meet the ambulance.

- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the main office. A request to collect their child to take home or to hospital should be made, as appropriate. *Medical treatment or advice should not be delayed if parents or emergency contacts are not available.*
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure

that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.

- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Record Keeping

Accident, Near Miss, Violent Incident Logging (ANVIL) System

- In the case of pupil incidents, an ANVIL report should be completed for all incidents resulting in significant injury such as sprains, strains, lacerations, fractures, injuries to the head and any other unusual injuries. It is important that the member of staff supervising at the time of the incident assists in recording the details accurately.
- ALL incidents involving staff or visitors must be recorded on ANVIL. There are no exceptions to this. Reports of staff incidents should be completed by the relevant line manager; if the report is completed by another member of staff then the form should be viewed and authorised by the line manager. It is important that actions to prevent recurrence are always recorded and any required actions implemented. *The injured person should not complete the form.*
- In all cases, the ANVIL report form must be submitted to the School Business Manager or Headteacher/senior officer for approval prior to the form being submitted to the Corporate Health and Safety Team.

School Accident Book/Form

- In the case of insignificant or minor injuries to pupils, which may only require that the pupil be comforted, the school records details of the injury and treatment rendered in the school's own accident book or form. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office. It is important that treatment rendered by the first aider is recorded.

It is important to indicate the responsibilities of staff when reporting accidents. The School Business Manager or Headteacher/senior member of staff should monitor

records to identify accident trends.

Accident Investigation

- The School Business Manager should advise staff on the appropriate level of response.
- The School Business Manager or another senior member of staff should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.
- In the most serious cases the school should call in a Health and Safety Officer. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

Reportable Injuries

The Health and Safety Executive (HSE) should be notified of an incident/incident immediately in the following circumstances:

- Death or 'specified injuries' in respect of employees
- 'Dangerous occurrences'
- 'Occupational diseases' (via the Occupational Health Unit)
- 'Over-seven-day injuries to workers' - this is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident)
- 'Specified injuries' to workers, which include:
 - a fracture, other than to fingers, thumbs and toes;
 - amputation of an arm, hand, finger, thumb, leg, foot or toe;
 - an injury likely to cause permanent blinding or reduction in sight in one or both eyes;
 - Any crush injuries to the head or torso causing damage to the brain or internal organs in the chest or abdomen;
 - serious burns (including scalds) which:
 - o cover more than 10% of the body,
 - o cause significant damage to the eyes, respiratory system, or other vital organs;
 - scalpings (separation of skin from the head) which require hospital treatment;
 - unconsciousness caused by head injury or asphyxia;
 - any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

- 'Gas incidents'

In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Safety Coordinator or senior member of staff.

All notifiable incidents can be reported to the HSE via their on-line reporting system.

[HSE types of reportable incidents](#)

First Aid Arrangements

(LA Ref: [F3](#))

First aid arrangements are given below:

- A member of staff is nominated to act as First Aid equipment coordinator. He/she is responsible for ordering items and coordinating with departments regarding the replenishment of first aid boxes. A First Aid training coordinator ensures that certificates remain current and arrangements are made for additional training when required.
- The majority of Teaching Assistants, ASC and BSC staff are trained in 2 day paediatric first aid, renewable every 3 years. The positions are monitored to take account of staff turnover and the names of all qualified First Aiders are kept on record.
- First aid boxes are located in the Staff Room, Room 16 (Food Tech), Room 14 (Tech), Room 12 (Science Lab), Medical Room, Kitchen, POD, Art Room, Annexe (Science Lab) and red rucksack in the Annexe disabled toilet. First Aid 'bags' for use on outings are held in Repro. 'Bum bags' are also used on the playground each day for minor bumps and scrapes, with individual staff members responsible for keeping them stocked and to use them on at playtime.
 - Inhalers will be kept in repro in a cabinet behind the door it's easily accessible to the relevant children.
 - Epi-pens will be held in the same locations as the inhalers and are to be administered by those staff with the relevant training.

- A First Aid / medical area is available, supervised at all times. In more serious cases the child should be transferred to the care of parents as soon as possible.
- The provision of First Aid trained staff will be considered for all offsite visits and activities.

Health Matters

[Policy on Infection Control](#) - Trust Policy

(Further details in [Policy on Supporting Students with Medical Needs](#))

- The means of identifying students' medical needs are:
 - Electronic data provided by parents on medical questionnaire at entry to school
 - Individual letters from parent/carers
 - Data provided by other supporting professionals
 - Staff observation post intake
 - Ongoing communication with parents/carers
- Staff should only administer prescription medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.
- Arrangements have been made for the storage of medication in school in secure cupboards/fridges. The exception to this is emergency medication, such as asthma inhalers or auto injector pens, which should not be locked away and are kept in Repro.
- Medication is stored in individual boxes suitably labelled with details of pupil name, photo and dosage.
- A fully comprehensive list of all students' medical information and health care plans, where they exist for more serious conditions, is available with each class teacher and the SENDCo. A student medical summary is also circulated to all staff. Medical input to the individual health care plans should be sought from the School Medical Service.

- If a student brings to school any medication for which the Headteacher has not received written notification, the staff of the school will not be held responsible for it.
- Arrangements are made to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy.
- The school will administer paracetamol or other non-prescription painkillers to children if given specific written consent from a parent/carer.

Staff Health (including stress management)

(Section [K1](#) of SHSM)

Schools should note the content of section [K1 'Health'](#) of the SHSM, which signposts to health related policies, and include their own arrangements for complying with these.

Building and Site Maintenance

(LA Ref: [E3](#), [G3](#), [H3](#), [J1](#), [J2](#))

The Headteacher, in conjunction with the School Business Manager and Site Manager, is in charge of the maintenance of the school site and its buildings. The Headteacher is responsible to ensure that protocols detailed in section [E3](#) are applied when the school commissions services independently.

All staff should report minor 'premises defects' to the Site Manager by completing the google form and/or emailing direct. The Site Manager has a responsibility for the reporting of building/site defects and for carrying out minor maintenance where appropriate. The need for emergency repairs should be notified in the same manner.

A Contractors Induction Pack is available to those carrying out appropriate works on the site; the pack, whose purpose is to familiarise contractors with the physical layout of the school and to provide the names of key personnel together with Health and Safety arrangements is available from the Site Manager or SBM. Contractors must also sign the Agreed Works H&S proforma HSC1, prior to starting any site work.

(LA Ref: *Control of Contractors* - section [J2](#))

Building Maintenance and Testing of Equipment

The Site Manager is to ensure that:

- Internal school procedures are established and followed
- Liaison with the contractors takes place
- Full records relating to statutory testing are maintained. These will include:
 - Annual safety tests of 240v portable electrical appliances **(LA Ref. L4)**
 - 5 yearly fixed wiring inspection **(LA Ref. L4)**
 - Gas Safety **(LA Ref. L5)**
 - Weekly testing of the fire alarm system **(LA Ref. F4 Fire Log Book)**
 - Water hygiene test/legionella **(LA Ref. H8)**

RCD testing will also be carried out and the results recorded.

The site staff are also to ensure that safety signs or signals are in place providing health and safety information and instruction relating to a particular situation, activity or object. **(LA Ref. L6)**

Fire Safety and Emergencies (LA ref. F4 and F5) (Fire Log Book)

- The Headteacher should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building. Several parties should be involved in the completion of this task
- The Fire Coordinator (usually the School Business Manager as nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term
- The following arrangements for fire precautions should be in place to ensure that:
 - Flammable liquids are stored in a locked metal cupboard
 - Fire doors are always closed and never wedged open
 - Waste materials are collected daily and are stored in a locked area until collection.
 - Electrical equipment not in use is always isolated from the mains.

- In the event of an emergency the school Business Continuity Plan (BCP) should be followed. The BCP will be reviewed annually or be reviewed following an emergency incident. Members of the school's SLT should read the BCP and become familiar with the actions required in an emergency or catastrophic situation.

Safeguarding

A separate safeguarding pack (*available on the Corporate Health and Safety Team web page*) has been completed detailing specific school arrangements.

It is the responsibility of all staff to ensure that the school and its staff, students and visitors are secure at all times against the risks of unauthorised entry to the school.

All Highfield School staff are required to wear authorised named badges as outlined in the Staff Handbook and a signing in / out system, along with the issue of visitors badges to all authorised personnel, minimises the risk of unauthorised entry to the school buildings and assists in the safeguarding of staff and students.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school central register. Trained Designated Safeguarding Officers are available within school.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

Access and Egress

Vehicular access at the main entrance is restricted to staff, deliveries and authorised visitors only.

Parents are not allowed access to the school site for dropping-off and picking-up their children and are requested to use the car park at Highfield Park as a drop-off / pick-up point.

SLT/Teachers are tasked to supervise and monitor the school entrances to ensure the safe passage of students during the busy congested periods and the beginning and end of the school day. **(Ref: Staff Planner)**.

Risk Assessment (LA Ref. [E6](#))

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are

identified. The Health and Safety Team provides further guidance and several general assessments have been issued to schools (*available via the Corporate Health and Safety webpage*). However, most assessments are best done in light of the particular circumstances in the school, and by school staff.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these should be adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as lesson plans or worksheets. Risk assessments should be indexed for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where hazard data is provided by CLEAPSS for Science chemicals). Risk assessments should be completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the LA Safety Policy (**LA Ref. [H1](#)**)

The School Business Manager is responsible for coordinating and maintaining records of risk assessment. The risk assessments within individual areas/departments are the responsibility of the Manager or Department Lead and records must be kept up to date. They are to liaise directly with the School Business Manager for any areas of concern.

Manual Handling (LA Ref. [L1](#))

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

The "[Good Back Care Guide](#)" is accessible by clicking on the link for downloading/printing. THE SBM will ensure that each employee engaged in manual handling reads this document as part of the induction process. Signature will be obtained on the employees induction sheet indicating that the employee has understood the contents. A copy will also be available as a reference source within this policy.

Display Screen Equipment (LA Ref. [L2](#))

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to

provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, were delegated to schools.

Machinery and Work Equipment (LA Ref: [G1](#))

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

Working at Height (LA Ref: [G4](#))

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. Common causes are falls from ladders and through fragile roofs. The Work at Height Regulations 2005 aim to prevent death and injury from a fall from height.

Lifting Equipment (LA Ref: [G2](#))

LOLER builds on the requirements of PUWER by placing requirements on employers and those who control lifting operations and lifting equipment to ensure that it is correctly managed, fit for purpose and used safely. The aim of the LOLER is to reduce the risks to people's health and safety from lifting operations and lifting equipment used at work.

Pesticides (LA Ref: [H4](#))

Pesticides contain chemicals that kill pests or drive them away. They are designed to cause harm to living organisms and are therefore potentially harmful to people, animals and the environment. Pesticides may be found in everyday products that are used to combat fungi, mould, insect pests and to destroy weeds. Strict rules apply to handling poisons. These require additional control measures, such as a higher level of training or the need for two members of staff to be present, for

example when using phostoxin for the control of vertebrates, such as moles and rabbits. Detailed risk assessments are also required.

Noise (LA Ref: [11](#))

Loud noise could be described as unwanted, distracting or annoying sound which has the potential to cause physical damage to the body for example, temporary or permanent hearing loss. Hearing loss is usually gradual through prolonged exposure to noise. Generally, it is only when damage caused by noise combines with general hearing loss due to ageing that people realise how deaf they have become.

Control of Vibration at Work (LE Ref: [12](#))

Hand-arm vibration (HAV) is a widespread hazard for employees in many industries and occupations. HAV exposure at work can arise from the use of hand-held power tools, such as grinders or hammer drills, hand-guided machinery, such as lawnmowers and plate compactors, and hand-fed machines, such as pedestal grinders. Prolonged and regular exposure to vibration can have a detrimental effect on an operator's health.

Workplace (Health, Safety and Welfare) Regulations 1992 (LA Ref: [13](#))

The Regulations cover a wide range of basic health, safety and welfare issues and apply to almost all workplaces. It includes ventilation/temperature, cleaning, workstation arrangements, traffic, falls and falling objects, glazing, doors/gates, sanitary and washing facilities, drinking water supply, facilities for changing/rest and eating meals.

Food Safety (LA Ref: [19](#))

The legislation is wide-ranging and applies to the manufacturing, wholesale, retail, and catering sectors of the food industry, as well as to those organisations which supply food during their business, such as schools and residential establishments. This section gives the main legal requirements relating to activities, including the enforcement of food safety law.

Educational Visits (LA Ref: [16](#))

All school trips are planned by a competent Party Leader. The details relating to the planning process are then entered into the County Council's EVOLVE system. These details are then checked by the appointed School Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training

course. The EVC must ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff have access to the County Council's Code of Practice for educational visits. All visits must then be approved by the Headteacher.

In the case of Category 2 visits the school's submission is assessed by the Outdoor Education Advisory Panel (OEAP) before final approval is made for the trip to go ahead. Trips must not proceed unless approval by the Headteacher and, where relevant, the OEAP is verified.

PE/Play Equipment (Section [G5](#) of SHSM)

The school PE equipment is checked regularly by school staff and inspected at least annually by a competent contractor (either via SLA with NCC or arranged independently by the school). Written records of these inspections are maintained.

Any actions identified in the annual PE Equipment Inspection report are initiated immediately if identified to be a H&S risk. Where necessary, equipment is taken out of use temporarily until repairs are completed.

Further details about outdoor play/PE equipment can be found in section G5 of the SHSM. This guidance should be followed when planning the installation of any new equipment. An independent commissioning inspection should be undertaken prior to the equipment being brought into use.

Likewise, similar arrangements are in place for the inspection and maintenance of PE/Gym equipment. A contract is in place with a qualified contractor to undertake a formal inspection of this equipment.

Information and Training (LA Ref: [E2](#))

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

Personal Protective Equipment (PPE) (LA Ref: [L7](#))

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE is used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Subject Areas

Each subject area within the school may have health and safety arrangements that are unique. Where appropriate, Subject Coordinators may submit a summary of key issues and procedures for inclusion in the School Safety Policy. Topics may include:

- How safety is planned and managed within the Department
- Where safety information is filed
- Special safety rules and training requirements
- Responsibilities of certain individuals with regard to safety tasks or functions
- Liaison with regard to safety tests and inspections
- Maintenance of plant and equipment
- Provision of protective equipment

Ionising Radiations Regulations 2017 (LA Ref. [H5](#))

This section is applicable to High Schools only. The legal requirement to register radioactive sources with the HSE has been completed by Northumberland County Council on behalf of all maintained schools which hold such sources. Schools can obtain a copy of the registration certificate by emailing the Corporate Health and Safety Team at healthandsafety@northumberland.gov.uk

With regard to the day to day management of sealed radioactive sources, High Schools should refer to the CLEAPSS publication L93 'Managing Ionising Radiations and Radioactive Substances in Schools and Colleges' and its associated documents.

The Ionising Radiations Regulations require an employer 'who carries out a practice that involves ionising radiation' to have access to a Radiation Protection Advisor (RPA). The RPA for the County Council is:

Les Fullerton
Peak RPA Ltd
PO Box 85
Buxton
Derbyshire
SK17 6WT

Tel: 01298 27466

Email: info@peakrpa.com

Web: www.peakrpa.com

The school's specific RPS is Michael Dennis, Head of Science/Physics.

Schools that wish to obtain advice on issues relating to radioactivity, arrange a visit to inspect their radioactive stock or dispose of a sealed source can contact the RPA for advice.

Dangerous substances and explosive atmosphere regulations (DSEAR) (LA Ref: [H7](#))

DSEAR requires the employer to assess the risks of fire and explosion that may be caused by dangerous substances in the workplace including, risks caused by gases under pressure and substances corrosive to metals. The aim is to protect employees and others who may be put at risk for example, visitors or members of the public.

Dangerous substances can be defined as any substance or preparation (mixture of substances) present at work that could, if not properly controlled, cause harm to people as a result of a fire or explosion or corrosion of metal.

Lone working (LA Ref: [L11](#))

Employees can be at risk when working alone in a number of circumstances.

Each area of work activity presents different risks. A detailed risk assessment and associated lone worker procedure should be developed for each team where this

is a relevant consideration. It should not be possible for staff to place themselves in high risk situations without a procedure in place which guarantees that the member of staff has left the premises safely at the end of the day.

Management of trees (LA Ref: [L12](#))

The trust has a duty to act as a “reasonable and prudent landowner” and ensure that all trees on its land are kept in an acceptable condition and do not put persons and property at unreasonable risk.

New and Expectant Mothers (LA Ref: [L10](#))

Some hazards in the workplace may affect the health and safety of new or expectant mothers and their children.

Young People at Work (LA Ref: [L14](#))

When employing anyone under the age of 18, whether for employment, work experience or as an apprentice, employers have the same responsibilities for their health, safety and welfare as they do for other employees. In fact, due to their lack of knowledge and experience, children and young people are owed a greater duty of care.

Ponds and Sustainable Drainage Systems (LA Ref: [L15](#))

Locally developed ponds developed for educational purposes are seen as an important part of a wild area and can provide a variety of educational opportunities and environmental benefits.

Although generally safe, they do present some possible dangers, many of which can be avoided by a little thought at the planning stage. This part of the policy outlines some of the hazards and suggests various ways of minimising them.