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Shevington High School

Health & Safety Policy

This Safety Policy is introduced in respect of Shevington High School and forms the basis of future planning and implementation of Health and Safety matters within the school

SHEVINGTON HIGH SCHOOL

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SHEVINGTON HIGH SCHOOL

HEALTH & SAFETY POLICY

INTRODUCTION

This Safety Policy is produced in respect of Shevington High School and forms the basis for future planning and implementation of Health & Safety matters within the school.

I. GENERAL STATEMENT OF POLICY AND INTENT

- 1.1. The Governing Body working in conjunction with information, procedures and codes of practises as identified in the LA Safety Manual is responsible for setting out the overall safety policy insofar as Shevington High School is concerned.
- 1.2. The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that Teachers and other employees at all levels fulfil their duties to co-operate with it. Arrangements will be made to bring it to the notice of all staff including new employees and supply teachers
- 1.3. The Governors recognise the need to consult staff on Health & Safety matters and the need to consult individuals before allocating particular Health & Safety duties.
- 1.4. It is the Governors policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors policy to extend this protection to pupils, contractors, and members of the public from foreseeable risk.
- 1.5. The governors recognise their responsibility under Health & Safety at Work Act 1974, so far as reasonably practicable to :
 - a) Provide plant, equipment and systems of work which are safe and without risks to health.
 - b) Make arrangements for ensuring so far as is reasonably practicable and without risks to health, the handling, storage and transportation of articles and substances.
 - c) Provide adequate training, information, instruction and supervision so far as is reasonably practicable to enable all staff employed in the school to perform their work safely and efficiently.
 - d) Promote the development and maintenance of sound safety, health and welfare practices.
 - e) Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
 - f) Provide and maintain a working environment that is safe without risks to health and is adequate regarding welfare facilities for staff and pupils.

- g) Ensure sufficient resources are available to provide, as necessary, protective clothing or equipment to all staff employed in the school, for the safe use of machinery equipment and substances
 - h) Maintain a close interest in all Health and Safety matters insofar as they affect all activities in the premises under the control of the school
- 1.6. It is recognised by the Governors that whilst the LA would be responsible for Capital expenditure, central administration and subsequently professional Advice and information in Health and Safety matters, any change in those responsibilities may involve the school seeking outside specialists for consultation.
- 1.7 The Governors will require the Headteacher to present an annual management audit on Health and Safety matters in order to determine the way forward.
- 1.8 Minibuses. The Governors will observe the guidelines set out by the LA and the DVLA on the Driving of and Specification of School Minibuses. **(See Appendix 1)**
- 1.9 Road Safety Policy. The Governors have adopted the Road Safety Policy of the LA.

2. ORGANISATION

- 2.1 The Governors recognise the needs to identify organisational arrangements in the school for implementing, monitoring and controlling Health and Safety matters. The Governors must ensure that the school budget reflects the finance necessary to implement Health and Safety matters.

A summary of individual duties including reporting arrangements, hence the organisation and accountability are as follows:

- 2.2 The Headteacher
- 2.2.1 The Headteacher is responsible and accountable to the Governors for implementing the school Health and Safety Policy and for all matters relating to Health, Safety and Welfare within the establishment
 - 2.2.2 The Headteacher must be aware of all contractors and third parties entering the school to undertake maintenance, service or works contracts.
 - 2.2.3 The Governors will require the Headteacher to ensure the school's Safety policy is effectively implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and annually revised as necessary.
 - 2.2.4 The Headteacher is responsible for ensuring that all new, amended or updated material regarding Health and Safety matters is brought to the attention of all relevant staff immediately upon receipt.
 - 2.2.5 The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding Health & Safety matters function efficiently and effectively.

- 2.2.6 The Headteacher will arrange meetings with staff as necessary, to resolve uncertain areas of responsibility, considering problems and recommendations for referral to the Governing Body.
- 2.2.7 The Headteacher will seek advice when appropriate from specialist. Health and Safety advisors.
- 2.2.8 The Headteacher will stop any unsafe practise or the use of plant, tools, equipment, etc. which equally is considered unsafe.
- 2.2.9 The Headteacher shall make arrangements, with appropriate persons, for improvement of premises and plant, tools, equipment, which are the school's responsibility.
- 2.2.10 The Headteacher will authorise the regular review of:
 - a) The provision of First- Aid in school
 - b) Fire and evacuation procedures
- 2.2.11 The Headteacher will monitor and inform the Governing Body that appropriate training has been or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and transfers within the premises to other functions.
- 2.2.12 The Headteacher will ensure that all schemes of work for pupils including work experience, arrangements are in place regarding the adequate information, instruction, training and supervision for Health and Safety matters.
- 2.2.13 The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in the execution of their duties.

2.3 Senior Staff

- 2.3.1 Senior Staff are responsible and accountable to the headteacher for all matters relating to Health, Safety and Welfare within their areas.
- 2.3.2 In the exercise of this responsibility Senior Staff must ensure that:
 - a) All staff under their control receive instruction in their duties regarding Health and Safety matters
 - b) All staff under their control are adequately trained to carry out their duties efficiently and effectively
 - c) Senior Staff must be aware of regulations, codes of practice and guidance notes appropriate to their Specialist areas
 - d) Senior Staff are responsible for ensuring all statutory notices, placards, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements such as first-aid equipment, protective clothing, registers, log books etc.

- 2.3.3 Senior Staff are responsible for ensuring that everything received from suppliers e.g. machinery, equipment, substances, etc. is accompanied by adequate information and instruction sheets prior to use.
- 2.3.4 Senior Staff must report to the Headteacher all problems, defects and hazards.
- 2.3.5 Senior Staff must ensure that a copy of the Fire Drill and emergency evacuation procedures are prominently displayed in all rooms and areas for which they are responsible (**see Appendix 2**).
- 2.3.6 Senior Staff must carry out regular safety inspections to their departments. Priorities must be given to plant, equipment and risk assessments including the use of substances
- 2.3.7 Senior Staff must ensure that Risk Assessments are carried out in their areas of responsibility and regularly review these risk assessments. They should bring the results of these assessments to the attention of their staff and the Headteacher.
- 2.3.8 Senior Staff should report and, if appropriate, make recommendations on any practice, premises or equipment which give rise to Health and Safety risks.

2.4 Teachers and Technicians

- 2.4.1 Teachers and Technicians are responsible and accountable to their Senior Staff for the implementation of the School Health & Safety Policy in the performance of their duties.
- 2.4.2 They must be familiar with the policy, the implications of that policy and equally any procedures, arrangements and practices relating to their work area.
- 2.4.3 They must conform to responsibilities as laid down in their own codes of practice, regulations and guidance for safe working arrangements.
- 2.4.4 They must ensure that where the conditions apply, all pupils or persons under their control receive instructions to enable them to operate in a safe and efficient manner.
- 2.4.5 They must report to their Senior Staff all problems, defects and hazards that they become aware of.
- 2.4.6 Supply teachers must be made aware of the School Safety Policy and any special arrangements or procedures relating to their work area before commencing work.

2.5 Site Manager/ Caretaker

- 2.5.1 The Site Manager/Caretaker is responsible and accountable to the Headteacher via the School Business Manager for all matters relating to Health and Safety and welfare within his/ her work.
- 2.5.2 The Caretaker/Site manager must ensure he/she is familiar with the School's Safety Policy and that cleaning staff (contractual or otherwise) are equally aware of any

implications of the policy as it affects their work activities storage of equipment and substances.

- 2.5.3 The site team are key holders and will respond to an emergency. The site team are responsible for the security of the school site in and out of school hours. They are responsible for visual inspections of the site, and for the intruder and fire alarm systems.
- 2.5.4 The Site Manager/Caretaker must report to the Headteacher via the School Business Manager any defects, hazards or problems that arise
- 2.5.5 The Site Manager/ caretaker is responsible for ensuring that everything received from suppliers for direct school use is accompanied by adequate information and instructions prior to use.
- 2.5.6 The site manager/ caretaker is responsible for ensuring that all staff under his/ her direct control are adequately informed, instructed and trained in using all equipment and substances prior to use.
- 2.5.7 The Site manager/ caretaker must inform the School Business Manager whenever contractors are due to enter school to undertake maintenance, service or works contracts.
- 2.5.8 The Site manager/ caretaker must be familiar with codes of practice, regulations and guidance appropriate to their work.

2.6 Kitchen Supervisor

- 2.6.1 The kitchen supervisor/ Cook must be familiar with the school's safety policy in relation to their own work activities
- 2.6.2 He/ She must work in conjunction with any Policy Statement, codes of practice and guidance issues by their direct officers.
- 2.6.3 He/ she will ensure that all kitchen staff are instructed and informed to work in accordance with this document.
- 2.6.4 He/ she should be familiar with the Food Safety Act 1990 and any subsequent legislation, the implications as far as the school is concerned.
- 2.6.5 The kitchen supervisor/ Cook must inform the Headteacher or designated person on any potential hazards or defects.
- 2.6.6 New employees or part-time Kitchen assistants must be made aware of Health and Safety practices and procedures in the Kitchen.

2.7 Safety Representatives

- 2.7.1 The Safety Representative will be encouraged by the Headteacher to fulfil his/ her duties as well as being released for any appropriate training.

2.7.2 The Safety Representative will be entitled to inspect the school in accordance with agreed Trade Union procedures and will consult at regular intervals with the Headteacher on Health and Safety matters.

2.7.3 The Safety Representative has the right to receive any subsequent reports regarding accidents, injuries and any inspections carried out by the HSE or other authoritative bodies.

2.8 School Staff and Employees

2.8.1 All staff and employees must be made aware of what is expected of them and in particular to the department in which they work.

Departmental procedures and practices must be clearly defined with adequate instruction and training provided as necessary.

2.8.2 ALL Employees have responsibilities for health and safety of themselves and others in the workplace. Under the regulations of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety Regulations, employees must:

- Take reasonable care of their own and others
- Co-operate with their employers
- Carry out activities in accordance with training instructions
- Inform the employer of any serious risks so that remedial action can be taken
- Model safe and hygienic practices for all students
- Understand emergency evacuation procedures and feel confident in implementing them

2.8.3 All staff and employees will be given access to the School's Health and Safety Policy and make themselves familiar with all documents relating to Health and Safety in the school. They should pay particular attention to any codes of practice, regulations or guidelines which relate to their particular work activities.

2.8.4 Copies of the School's Health and Safety Policy will be available at all times in the school office, Headteacher's Office and Google Staffroom drive

2.9 Specialist Advisors

The Governors recognise there will be occasions when the school will require specialist advice.

3. ARRANGEMENTS

3.1 The Governors recognise that the way forward in achieving effective management of the School's Health and Safety Policy and the arrangements necessary to fulfil this obligation would be via a Committee which has Health and Safety as part of its remit.

3.2 General Matters

- 3.2.1 Accident Reporting/ First Aid - The reporting procedure will be in accordance with the policy laid down by the LA and detailed in the First Aid Protocols (**see Appendix 3**) All staff should be aware of this procedure.

The arrangements for first-aid in school will be in accordance with the guidelines laid down by the LA with First Aid boxes regularly available particularly in high risk areas.

See Appendix 4 for location of boxes

See appendix 5 For list of current First Aiders

An accident form will be completed as soon as possible after the accident occurs by the member of staff or first aider who deals with it and in all instances where a child has been sent home/hospital. This form must be submitted to Wigan LA in all instances

Records held in the first aid and accident book will be retained by the school for a minimum of 3 years or until the student is aged 21 years.

- 3.2.2 RIDDOR - The School Business Manager will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7).

The School Business Manager will report these to the Wigan LA and HSE as soon as is reasonably practicable and in any event within 10 days of the incident. Advice from Wigan LA should be sought first.

Reportable injuries, diseases or dangerous occurrences include:

Death

Specified injuries. These are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admittance to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days
- Where an accident leads to someone being taken to hospital
- Where something happens that does not result in an injury, but could have done

- Near-miss events that do not result in an injury, but could have done. Examples of near-miss events relevant to schools include, but are not limited to:
- The collapse or failure of load-bearing parts of lifts and lifting equipment
- The accidental release of a biological agent likely to cause severe human illness
- The accidental release or escape of any substance that may cause a serious injury or damage to health
- An electrical short circuit or overload causing a fire or explosion

3.2.2 Fire Precautions

Emergency exits, assembly points and assembly point instructions are identified by safety signs and notices. Fire risk assessment of the premises are reviewed annual by an external assessor.

Emergency evacuations are practiced at least once a term. Fire alarm testing is conducted weekly.

The arrangements for general fire safety will be laid down in the LA Safety Policy. School will be responsible to record tests, visits by the fire brigade officers and fire drills. This log will be inspected at regular intervals by the Health & Safety Governor and School Business Manager.

Upon activation of fire alarm site maintenance staff to check zones indicated by fire alarm panel. Wigan LA Central Watch Team will contact school to determine and the alarm is real or false and they will contact emergency services. If no contact is made with school then emergency services will be contacted by default.

In the event of the fire alarm being 'off watch' upon activation of fire alarm site maintenance staff to check zones indicated by fire alarm panel and if real fire found 999 is to be dialled by the office staff (or Site staff in the absence of office staff).

New staff will be trained in fire safety and all staff and pupils will be made aware of any new fire risks. In the event of a fire:

- The alarm will be raised immediately by whoever discovers the fire and emergency services contacted. Evacuation procedures will also begin immediately
- Fire extinguishers may be used by staff only to aid escape, and only then if staff are trained in how to operate them and are confident they can use them without putting themselves or others at risk
- Staff and pupils will congregate at the assembly points
- Form tutors/class teachers will take a register of pupils, which will then be checked by designated staff as per the evacuation plan
- Staff and pupils will remain outside the building until the emergency services say it is safe to re-enter
- School will have special arrangements in place for the evacuation of people with mobility needs. This includes designated refuge areas in stairwells. Personal Emergency Evacuation Plans (PEEP) are put in place for students attending school with reduced mobility.

3.2.3 Housekeeping

It is essential to make regular inspections of departments in order to maintain tidy work areas, adequate storage and cleaning arrangements which conform to requirements.

3.2.4 Risk Assessments

Risk Assessments will take place and be reviewed annually and carried out by

- Site Manager / Caretakers
- School Business Manager

A list of hazards will be produced with Heads of Faculty and classroom teachers. These will be eliminated on a rolling programme and the list will be updated by the Site Manager. Advice will be sought from the LA where this is appropriate.

3.3 Training Arrangements

Training must always be viewed as a constant requirement based on the ability to recognise who requires it and when. New employees and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors which determine a fresh approach to training requirements and re-training for existing staff.

3.3.1 There are various categories of training requirements in school. They can be identified as induction training, specific “hands on training” or just general informative and awareness training.

3.3.2 Induction Training

This will apply to new employees or transfer of employees to other departments when appropriate. They will need to be shown over the department, be made aware of safety policies and procedures including fire precautions, first aid and welfare arrangements.

3.3.3 Specific Training

This is a “hands on” approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their duties.

a) Design and Technology - Employees who have recourse to use instruct and operate dangerous machinery in D&T subjects will be required to hold the appropriate LA certificate.

b) Science - Employees will be trained in biological hazards and be familiar with the COSHH regulations 1988

c) First Aid - All employees should be emergency first aid trained and school has several trained designated first aiders.

3.4 Statutory Requirements

3.4.1 Control of Substances hazardous to Health (COSHH)

The governors recognise that school is required to control hazard substances (e.g. chemicals, fumes, dusts, vapours, asphyxiating gases and Germs that cause diseases, such as leptospirosis or legionnaires disease) and the need for school to carry out risk assessments of all areas in accordance with the regulations (see risk assessments)

3.4.2 The Management of Health and Safety at Work Regulations 1992 made under the EC directive and which came into force on 1st January 1993, make it a legal requirement to carry out risk assessments with chemicals and operations involving mechanical and electrical hazards.

3.4.3 Working in conjunction with the school chemical lists and the COSHH package supplied by CLEAPSS, Senior Staff and Technicians will ensure risk assessments have been carried out (and further monitoring is undertaken as required) and information is circulated to all to all employees who work with hazardous substances. Staff will also be provided with protective equipment, where necessary.

3.4.4 Hazardous products are stored securely within the subject departments and site staff areas in accordance with instructions on the product label. All hazardous products are kept in their original containers, with clear labelling and product information and are disposed of in accordance with specific disposal procedures.

3.4.5 The governors recognise there will be occasions to refer to outside specialists for the checking of ventilation, dust extraction, fume cupboards etc. This is undertaken by the LA Service Level Agreement (SLA) or other certified supplier agreed by the Governors Health and Safety Committee. Provision will be made to ensure these checks take place every 12-14 months in compliance with the regulations of the HSE.

3.4.6 Electrical Equipment

All staff are responsible for ensuring that they use and handle electrical equipment sensibly and safely. Students/volunteers who handle electrical appliances does so under the supervision of the member of staff who so directs them. Any potential hazards will be reported to the Site Manager immediately.

Permanently installed electrical equipment is connected through a dedicated isolator switch and adequately earthed. Only trained staff members can check plugs. All isolators switches are clearly marked to identify their machine

Electrical apparatus and connections will not be touched by wet hands and will only be used in dry conditions.

Maintenance, repair, installation and disconnection work associated with permanently installed is only carried out by a competent person.

Portable electrical equipment will be inspected by a competent person. This is done via an external certified Company via our Premises Service Level Agreement. Regular visual inspections are to be made by users and ad-hoc inspections will be made by the Site manager. Records of these ad-hoc inspections will be kept.

Training should be made available for the members of staff nominated.

- 3.5 Plant/ Machinery/ Equipment/ Lift
- 3.5.1 Governors recognise the requirement in determining safety requirement for:
- a) Adequate and correct guarding of machinery
 - b) General Inspection of plant, machinery and equipment
 - c) Storage and transportation of toxic substances et
 - d) Disposal of waste substances and chemicals
- 3.5.2 It is recognised that certain items of machinery will be required to be checked and certified. This is done via external certified contractors via a Service Level Agreement, as agreed by the Governors.
- 3.5.3 Senior staff will be responsible for defining safe systems of work for cleaning and maintaining plant machinery and equipment.
- 3.5.4 Senior Staff will be required to select and provide suitable protective clothing/ equipment and of the correct type.
- 3.6 Gas
- Installation, maintenance and repair of gas appliances and fittings will be carried out by a competent Gas Safe registered engineer. Gas pipework, appliances and flues are regularly maintained by certified contractors. All rooms with gas appliances are checked to ensure that they have adequate ventilation.
- 3.7 PE / Sports Equipment
- Staff check that equipment is set up safely. Any concerns about the condition of the gym floor or other apparatus will be reported to the Site Manager. PE and Sports equipment is checked on an annual basis by certified contractors.
- 3.8 General
- New or donated equipment should not be used on the premises until it has been cleared by a competent person.
- 3.9 Contractors on site
- 3.9.1 All contractors entering or working on school premises will be the responsibility of the Headteacher or designated person.
- 3.9.2 Contractors will agree health and safety practices before starting work. Before work begins the contractor will provide evidence that they have completed an adequate risk assessment and/or method statements of all their planned work.
- 3.9.3 It must be conveyed to all known contractors the person and point of contact at the school and the safe working arrangements in compliance with the school safety policy
- 3.9.4 Governors recognise the need to monitor such hazards as legionella and asbestos working in conjunction with the LA. School will follow all directions from the LA in relation to the safe management of these hazards the school will undertake and allow all inspections, checks and statutory action regarded essential in relation to these hazards.

A full water risk assessment is completed every 2 years and monthly checks are undertaken by our maintenance contractor. The risk assessment will also be reviewed when significant changes have occurred to the water system and/or building footprint. The risks from legionella are mitigated by the following: regular flushing, water temperature checks and sanitizing of shower heads.

Staff are briefed on the hazards of asbestos. Site staff are aware of the location of any asbestos in the school (refer to asbestos register) and the action to take if they suspect they have disturbed it. Arrangements are in place to ensure that contractors are made aware of any asbestos on the premises and that it is not disturbed by their work. Contractors will be advised that if they discover material which they suspect could be asbestos, they will stop work immediately until the area is declared safe.

3.10 Arrangements for Safety Representatives

3.10.1 Headteachers and/or Senior Staff will liaise and communicate to Safety Representatives problems, hazards, and defects pertaining to specific activities.

3.10.2 Any specific requirements for immediate action will be taken after consultation with the Headteacher.

3.11 Education Visits/ Field Trips

3.11.1 Procedures for field trips and extra-curricular activities are outlined in the LA and School Education Visits Policy and other guidelines produced by professionals. (**See Appendix 6**) School uses the Evolve system which connects to the Local Authority to record and register all trips.

3.11.2 Any activity which falls outside the scope of this document should be discussed in-house with written instructions and arrangements conveyed to all interested parties in particular the insurers

3.12 Use of School Premises outside Hours

The Governors recognise the need to inform users and set out policy arrangements regarding insurance when the school premises are used outside the normal school hours. Those who hire any aspect of the school site or any facilities will be made aware of the content of the school's health and safety policy, and will have responsibility for complying with it.

3.13 Communication of Information to Employees

3.13.1 The Headteacher will be responsible for ensuring that any regulations, information, guidance notes etc. received are passed on or highlighted in that department's safe working arrangements

3.14 Violence at work

3.14.1 Staff should not be in any danger at work, and will not tolerate violent or threatening behaviour towards our staff and/or students.

3.14.2 All staff will report any incidents of aggression or violence (or near misses) directed to themselves to their line manager/headteacher immediately. This applies to violence from pupils, visitors or other staff.

3.15 Reference Material

All staff is reminded that further reference material and guidance notes are given in appropriate sections of the LA Safety Policies and Handbook.

3.16 Conclusion

The governors recognise the requirements to monitor and identify strengths and weaknesses by inspection in order to plan successfully future objectives regarding Health and Safety matters.

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4. Monitoring

This policy is reviewed by the School Business Manager annually. At every review, the policy will be approved by the Full Governing Body.