



Health and Safety Policy

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Resources Committee	
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Approval by	Resources Committee

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Northumberland County Council	February 2014	1.0	Model policy framework provided for adaptation and adoption by each school.
Changed by	Revision Date	Version	Status
Seaton Valley Federation (SH)	17 November 2016	1.1	Final policy for SVF adapted from NCC Model Health and Safety Policy for Schools including health and safety roles applicable from 1 January 2017.
Seaton Valley Federation (SH)	15 February 2017	1.2	Updated with amended names and dates following new appointments etc

Review Date	
Frequency	Next Review Due
Annually	November 2017 (or earlier if new guidance or legislation issued and/or schools' arrangements change)

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Introduction

The health and safety of both staff and students has always been of paramount importance to the Governing Body. Under the Local Management of Schools framework the Governors share the responsibility for health and safety in the school with the local authority (LA).

The Governing Body fulfils many of the functions of the employer and has significant responsibility for overseeing the running of the school and the management of the delegated budget. The Executive 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 every employee.**

In order to comply with this requirement, the Children's Services Safety Policy and Safety Information Manual for Schools 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 LA Safety Policy is designed to provide generic advice allowing the flexibility for each school to development and adopt its own safety management systems and procedures.

In view of this, the Federation's Health and Safety Policy has been devised to complement that of the LA and provide those details that a LA model policy cannot. For ease, the Federation's policy is cross referenced with the LA's Health and Safety Manual for Schools.

The Governing Body 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 Governors wish to acknowledge their appreciation of these contributions.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff to ensure that 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 County Council's approach to risk management to reduce the number of accidents and incidents as well as reducing the cost of litigation which imposes an unacceptable budgetary burden.

General Statement of Policy

In partnership with the local authority, the Governing Body recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. This includes the provision of out-of-hours services, such as community learning, and the formal hiring of the school premises under the Federation's Lettings Policy. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the LA and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School Development Plan
 - the regular monitoring of progress, and of safety performance, to be used in the planning process
 - an annual review of the safety policy
 - the inclusion of health and safety on the agenda of Governing Body meetings, at least annually.

The Governing Body also recognises the need to work in partnership regarding health and safety matters with representatives from the County Council's Youth Service and Customer Services and Active Northumberland's Library Service which are co-located with Astley Community High School on the Elsdon Avenue site. Although it will be the responsibility of those specific services to operate in accordance with relevant aspects of their own organisation's health and safety policies and guidance, there will be some aspects where joint agreement and co-operation will be necessary.

Specific Health and Safety Policies

The Governing Body recognises the importance of following the specific health and safety policies in Northumberland County Council's Health and Safety Manual for Schools which is published on the Council's website at:

<http://www.northumberland.gov.uk/About/Staff.aspx>

The health and safety manual for schools is available for use by all employees and managers. Any major changes made to the manual will be publicised via the schools e-courier and published on the above webpage.

The specific guidance comprises sections on:

- A - introduction (July 2015)
- B - health and safety statement (July 2015)
- C - Health and Safety at Work Act (June 2014)
- D - Organisation (July 2015)
- E1 - safety management (September 2012)
- E2 - training and competence (April 2006)
- E3 - managing services and construction projects independently (November 2015)
- E4 - joint consultation (July 2015)
- E5 - health and safety information for employee (July 2015)
- E6 - risk assessment (November 2015)
- F1 - accidents, incidents and occupational diseases (September 2013)
- F2 - violence at work and staff protection (January 2016)
- F3 - first aid (November 2015)
- F4 - fire safety (July 2015)
- F5 - bomb threats (January 2016)
- G1 - work equipment (November 2015)
- G2 - lifting equipment (July 2014)
- G3 - pressure systems (June 2014)
- G4 - working at height (April 2013)
- G5 - play equipment (September 2014)
- G6 - inflatable bouncy devices (June 2014)
- H1 - control of substances hazardous to health (November 2015)
- H2 - lead (April 2013)
- H3 - asbestos (November 2015)
- H4 - pesticides (April 2013)
- H5 - ionising radiations (January 2016)
- H6 - waste chemicals - OBSOLETE (see H1)

- H7 - dangerous substances and explosive atmospheres regulation (DSEAR) (January 2016)
- H8 - control of legionella (September 2012)
- H9 - carriage of dangerous goods by road (September 2015)
- I1 - noise (July 2015)
- I2 - control of vibration at work (August 2015)
- J1 - construction, design and management regulations (CDM) (April 2015)
- J2 - control of contractors (July 2014)
- K1 - health (November 2014)
- L1 - manual handling (April 2013)
- L2 - display screen equipment: policy, workstation risk assessment and eye test claim form (July 2015)
- L3 - workplace (health, safety and welfare) (July 2015)
- L4 - electricity (November 2015)
- L5 - gas safety (April 2013)
- L6 - safety signs (February 2014)
- L7 - personal protective equipment (PPE) (April 2013)
- L8 - confined spaces (September 2014)
- L9 - food safety (March 2010)
- L10 - new and expectant mothers (May 2014)
- L11 - lone working (July 2015)
- L12 - management of trees (July 2015)
- L13 - students (November 2015)
- L14 - young people at work (January 2016)
- L15 - school pond (July 2015)
- L16 - outdoor education (January 2014)

Organisation

Title	Name
Chair of Governors	Susan Dungworth
Vice Chair	Michelle Boutin
Governor with Safety Responsibilities	Rebecca Bray
Executive Headteacher	John Barnes
Heads of School	Annette Rhodes (ACHS) Jon Souter (WMS) Steph Lindley (SSMS)
School Safety Coordinator (if appointed)	Justin Brewitt (ACHS and WMS) Angela Elliot (SSMS)
Heads of Faculty/Subject Lead Teachers (and areas of responsibility, if not obvious)	Mark Armstrong - Head of Faculty World of Work including IT Years 7-13 (ACHS/WMS) Michelle Chadkirk – Head of Faculty English Years 7-13 (ACHS/WMS) Matt Hiscock – Head of Faculty Science Years 7-13 (ACHS/WMS) Martyn Jones – Head of Faculty Arts and Technology Years 7-13 (ACHS/WMS) Chris Lamb – Head of Faculty PE and Health Years 7-13 (ACHS/WMS) Nicola Midgley – Head of Faculty Culture and Diversity Years 7-13 (ACHS/WMS) Carolyn Ward – Head of Faculty Mathematics Years 7-13 (ACHS/WMS) Helen Campbell – Science (WMS) Clair Lawton – Art and Technology (WMS) Neil Robinson – PE (WMS) Kellyann Cook – Science (SSMS) Joe Elliott – PE (SSMS) Katie Gibson – Art (SSMS), currently Jade Adair-McAuley Helen Clark – Technology (SSMS)
Coordinator - COSHH	Jade Banbury, Lead Technician (ACHS and WMS) Name to be added, Resources Assistant (SSMS)
Coordinator - Manual Handling	Justin Brewitt, Business Support Officer – Premises and Health & Safety (ACHS and WMS) Jason Russell, Site Manager (SSMS)
Coordinator – Fire and Emergency	Justin Brewitt (ACHS and WMS) Jason Russell, Site Manager (SSMS)
Coordinator – First Aid	Angela Small, Business Support Officer – Administration (ACHS and WMS) Angela Elliot, Business Support Manager (SSMS)
Coordinator – Medication for Pupils	Angela Small (ACHS and WMS) Diane Morgan (SSMS)
Coordinator – Pupil Risk Assessment	Justin Brewitt (ACHS and WMS) Diane Morgan (SSMS)
Co-ordinator – Health & Safety Training and Staff Risk Assessments	Janet Das, HR Assistant (SVF)

Trained Assessor – Display Screen Equipment	Matt Kiddell, IT/Network Technician (SVF)
Radiation Protection Supervisor	Steve Henderson, Physics Teacher (ACHS)
Educational Visit Coordinator (EVC)	Justin Brewitt, Information and Curriculum Support Officer (ACHS) Neil Robinson, Teacher (WMS) Shaun Barkley, Teacher (SSMS) Andrew Donald, Business Support Officer – Premises and Health & Safety (ACHS and WMS) Jon Souter, Head of School (WMS) Angie Elliot, Business Support Manager (SSMS) Steph Lindley, Head of School (SSMS)
Trained to deputise in the absence of the EVC	
Membership of the Safety Management Team	Suzanne Hendeby, Business Manager (SVF) Janet Das, HR Assistant (SVF) Justin Brewitt, Business Support Officer – Premises and Health and Safety (ACHS & WMS) Union Safety Representative (Unison) Angie Elliot, Business Support Manager (SSMS) Jason Russell, Site Manager (SSMS) Martyn Jones, Union Safety Representative (NASUWT) Rebecca Bray (SVF Governor)

As Astley Community High School and Whytrig Middle School shares their premises with external organisations, representatives from Northumberland County Council's Youth Service and Customer Services and Active Northumberland's Library Service will be invited to attend the Safety Management Team at least annually.

Executive Headteacher

The Executive 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 management team, such as Heads of School, Assistant Headteachers, Business Manager and Heads of Faculty/Teachers with Teaching and Learning Responsibilities (TLRs).

The Executive Headteacher, assisted by the management 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 Governing Body, specifically the Resources Committee which has the remit for health and safety
- foster the growth of a positive safety culture, in which all staff share the aim of continuous improvement in health and safety. **(Ref in LA Policy: D)**

Heads of School

The Heads of School are assigned specific duties to assist the Executive Headteacher in the day-to-day management of the school, and deputise for the Executive Headteacher during any period of absence. They play a vital role in ensuring agreed policies and protocols are followed by students, staff, visitors and contractors as the lead professional based wholly at their school.

Heads of Faculty/Subject Lead Teachers

These staff are responsible to the Executive Headteacher and Head(s) of School for the safe management of their curriculum area/subject and for implementing specific school health and safety procedures relating to the subject area.

They will identify clear short and long term priorities of the faculty/subject with regard to health and safety and provide this information to the Executive Headteacher so that it may be included in the normal budget planning arrangements.

They 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. They will assist in the fostering of a positive safety culture within their subject area.

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

Heads of Service Departments e.g. Community Learning, Caretaking/Cleaning, Catering

Heads of service departments are responsible to the Executive Headteacher, via the Business Manager, for the safe organisation and work of the service, and for fulfilling all relevant functions listed under Heads of Faculty/Subject Co-ordinators with respect to their own team. Reference should be made to section E3 of the LA Safety Policy.

Business Support Officer – Premises, Community Learning and Health & Safety (ACHS/WMS) and Site Manager (SSMS)

The above postholders work alongside the Business Manager in implementing those health and safety arrangements necessary to:

- ensure appropriate arrangements for any contractors working on the site; and
- provide for the effective maintenance of the buildings and grounds.

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, Executive Headteacher, Head of School, Business Manager 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, reasonably consider represents a shortcoming in the protective arrangements for health and safety
- accidents, incidents and hazards, ensuring that an accident or violent incident report form is completed.

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 E1 of the LA Safety Policy.

General Arrangements

The arrangements set out in Sections E to L of the LA 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 Federation's schools. 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 Health and Safety Management Team

Purpose of Meetings:

- To direct and coordinate the necessary planning for health and safety, and to review the Federation's Health and Safety Policy
- To review, prioritise and direct safety initiatives arising from:
 - plans submitted by faculties/service departments and/or subject leads
 - 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.
- To monitor the frequency and trends of hazards, accidents and near misses
- To report relevant health and safety matters to the appropriate Governing Body committee

Frequency of Meetings:

Meetings are called by the Business Manager. The frequency of meetings is determined by the size and complexity of the schools and number of issues to be dealt with. At SVF the Health and Safety Management Team will meet termly and will review health and safety arrangements on both sites. Additional meetings will take place after serious incidents or where necessary.

Accidents

(LA Ref: F1)

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.

- 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 on the school's Management Information System (SIMS). 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.

Completion of the Accident Report Form (ACC1)

- The Accident Report Form (ACC1) should be used to record all accidents and completed fully with all the necessary details. It is important that treatment rendered by the first aider is recorded. 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 to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator or senior member of staff should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.
- The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. It is important that the member of staff supervising at the time of the accident records the details. *The injured person should not complete the form.* Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1.
- A VI form should be sent to the Health and Safety Team in the case of a violent incident. A senior member of staff, in conjunction with the member of staff involved, should complete this.

Accident Investigation

The Safety Coordinator should advise staff on the appropriate level of response.

A 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 Advisor. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.

Reportable Injuries

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

- death or 'specified injuries' in respect of employees
- 'dangerous occurrences'
- 'occupational diseases' (via the Occupational Health Unit)
- 'injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities' (and where the injured person is taken directly to hospital for treatment)

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.

First Aid Arrangements (LA Ref: F3)

First aid arrangements are given below:

- A member of staff should be nominated to act as first aid coordinator. They should take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current
- In High Schools at least two members of staff should be trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design & Technology) trained to at least the emergency aid for appointed persons level. The position should be monitored to take account of staff turnover
- First aid boxes at Elsdon Avenue are located in the main office (ACHS), reception desk (WMS), the science prep room (ACHS), sports centre corridor (ACHS/WMS), swimming pool (ACHS/WMS), swimming pool plant room (ACHS/WMS), DT workshop (ACHS/WMS), food technology room (ACHS/WMS), kitchen (ACHS), sixth form café (ACHS) and caretaker's cupboard (ACHS). Portable first aid bags are held by PE for outdoor activities.
- First aid boxes at SSMS are located in the first aid room, wood work room, science room, PE and kitchen.
- All three schools have portable first aid bags for trips including Duke of Edinburgh expeditions.
- A medical room is available at both ACHS/WMS and SSMS; supervision of this facility must always be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible
- Other relevant arrangements or need for information may include:
 - arrangements for first aid training/emergency aid training
 - arrangements for community activities
 - arrangements for parties on off site visits

- The nominated first aiders with full First Aid at Work training are:

Name	School(s)	Qualification	Expiry Date
Rachel Binney	ACHS & WMS	First Aid at Work (3 day)	03.12.17
Helen Howourth	ACHS & WMS	First Aid at Work (3 day)	09.04.17
Laura Short	ACHS & WMS	First Aid at Work (3 day)	23.02.18
Angela Small	ACHS & WMS	First Aid at Work (3 day)	28.09.17
Beverley Telfer	ACHS & WMS	First Aid at Work (3 day)	24.11.18
Hayley Cuthbertson	ACHS & WMS	First Aid at Work (3 day)	10.02.20
Diane Morgan	SSMS	First Aid at Work (3 day)	10.02.20
Jason Russell	SSMS	First Aid at Work (3 day)	10.02.20
Victoria Roberts	SSMS	To be added when complete	

Health Matters

(Policy on Supporting Children with Medical Needs)

Refer to the Seaton Valley Federation of Schools (including Astley Community High School, Whytrig Middle School and Seaton Sluice Middle School) Supporting Medical Conditions in School Policy – September 2015. This policy is available to view on each of the Federation school's websites.

Building and Site Maintenance

(LA Ref: E3, G3, H3, J1, J2)

- The Executive Headteacher is in charge of the maintenance of the school site and its buildings. The Executive Headteacher is responsible for ensuring that protocols detailed in section E3 are applied when the schools commission services independently.
- The site staff have a responsibility for the reporting of building/site defects to the school's management. Serious defects will be reported directly to the Property Help Desk which can be reached by telephoning (01670) 624843. The need for emergency repairs should be notified in the same manner.

The site staff are responsible for liaison with Property Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 forms, when required. ***(LA Ref: J2)***

A contractors' induction pack is made available to those carrying out appropriate works including the school's asbestos report and emergency evacuation procedures (available at the main school reception).

Maintenance and Testing of Equipment

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed
- liaison with the County Council and 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, or more frequent, fixed wiring inspection ***(LA Ref: L4)***

- Weekly testing of the fire alarm system (**Fire Log Book**)
- Water hygiene test (**LA Ref: H8**)

Residual Current Device (RCD) testing will also be carried out quarterly and the results recorded.

Fire Safety and Emergencies (**Fire Log Book**)

- The Executive 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 (nominated by the Executive 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 by the Council
 - Electrical equipment not in use is always isolated from the mains.

Safeguarding

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

The schools have security systems in place including fence lines, locks and door access systems which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, all three schools have adopted signing in systems and issue visitors' badges to authorised visitors.

All vehicle movements on site are subject to a detailed risk assessment.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the school's single central register of recruitment and vetting checks.

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.

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 a 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**)

Risk assessments are carried out by Heads of Faculty/Subject Co-ordinators, Heads of Service Departments, Site Staff, Safety Coordinator etc where appropriate.

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.

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 site will 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.

Educational Visits

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 Executive Headteacher (or Head of School if deputising in their absence).

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

Play Equipment

The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor via the Property Management SLA with the LA.

Any actions identified in the Play Equipment Inspection report are initiated immediately. Where necessary, equipment is taken out of use temporarily until repairs are completed.

Further details about outdoor play equipment can be found in section G5 of the LA Policy.

Information and Training

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) in the swimming pool plant room at ACHS/WMS is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at 3 monthly intervals (as use is infrequent) under the Property Maintenance SLA. A written record will be kept for inspection. As an alternative, disposable RPE is used in the DT workshops for ACHS/WMS and SSMS and in Science areas for ACHS, WMS and SSMS, which is suitable for purpose and worn in line with the manufacturer's instructions.

Subject Areas and Service Departments

Each subject area and service department within the school may have health and safety arrangements that are unique. Once it is published and where appropriate, Heads of Faculty/Subject Lead Teachers and Heads of Service Departments will be asked to submit a summary of key issues and procedures for inclusion as appendices to this policy. Topics may include:

- How safety is planned and managed within the Faculty/Subject Area
- 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