

**Chase Terrace
Technology College
Health and Safety Policy**



CHASE TERRACE TECHNOLOGY COLLEGE HEALTH AND SAFETY POLICY

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Date of Next Review: September 2014
Committee Responsible: Health and Safety

Chase Terrace Technology College

STATEMENT OF GENERAL POLICY ON HEALTH, SAFETY AND WELFARE

1. This policy statement supplements both the general statement of policy issued most recently by the Staffordshire County Council and the more detailed statement issued by the Education Department.
2. The school's Governing Body and Senior Management Team recognise and accept their responsibilities both under civil and criminal law and also under Staffordshire's scheme of delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is acknowledged.
3. The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are constantly monitored and reviewed.
4. In compliance with the Health and Safety at Work etc. Act, this school's Governing Body will ensure so far as is reasonably practicable that:
 - 4.1 The premises are maintained in a safe condition.
 - 4.2 Safe access to and egress from the premises is maintained.
 - 4.3 All plant and equipment is safe to use.
 - 4.4 Appropriate safe systems of work exist and are maintained.
 - 4.5 Sufficient information, instruction, training and supervision is available and provided.
 - 4.6 Arrangements exist for the safe use, handling and storage of articles and substances at work.
 - 4.7 A healthy working environment is maintained including adequate welfare facilities.
5. In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public, contractors, etc., are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governing Body will make the necessary information, instruction, training and

supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its pupils, this commitment is seen as especially important.

6. Within the financial restraints dictated by the County Council, the Governing Body will ensure through the Senior Leadership Team, which adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.
7. The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. They are encouraged to assist in the Governing Body's commitment to the continuous improvement in our health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises. Employees are reminded of their own duties:
 - 7.1 To take care of their own safety and that of others and;
 - 7.2 To co-operate with the Governing Body and Senior Leadership Team so that they may carry out their own responsibilities successfully.
8. All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.
9. Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.
10. A copy of this statement has been provided to every member of staff. This policy statement and the accompanying organisation and arrangements will be revised as and when necessary.
11. This policy statement together with the organisational structure and the following arrangements and procedures has been approved by the schools Governing Body.

(Mrs D Evans) Chair of Governors

16th September 2014

(Dr S Jones) Headteacher

16th September 2014

Chase Terrace Technology College

ORGANISATION AND RESPONSIBILITIES FOR HEALTH, SAFETY AND WELFARE

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

1. Governing Body

The Governing Body will comply with any directions issued by the LEA concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level. They accept that the delegation of funds from the Education Department carries with it some power of control and hence increased accountability. Where the spending decisions are controlled by the Governing Body, they accept a share of the responsibility for the way in which health and safety issues are addressed. However, the LEA will be informed of any issue which has significant health and safety implications and which cannot be resolved satisfactorily without LEA involvement.

The Governors appreciate that they can only work within their allocation of the total education budget determined by County Council members and that they will only be accountable for deciding how the budget within their control is to be spent. The Governing Body has established arrangements for ensuring the requirements of this policy are properly implemented and that the policy remains effective and appropriate.

2. Headteacher

Overall responsibility for the day to day management of health and safety in the school rests with the Headteacher. As manager of the establishment and of all the activities carried on within it, the Head will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds. Matters requiring particular consideration by the Headteacher will include:-

- 2.1 Ensuring that there is an adequate system in place for the undertaking of risk assessment in compliance with the requirements of the Management Regulations 1999,
- 2.2 Ensuring that there is a management system for monitoring the effectiveness of health and safety arrangements, which form part of this policy
- 2.3 Adequate staffing levels for safe supervision;
- 2.4 The delegated responsibility for maintenance of the premises;
- 2.5 The purchase of equipment to meet appropriate safety standards;
- 2.6 The repair, maintenance and testing of school equipment;
- 2.7 The provision of appropriate protective clothing where necessary;
- 2.8 The purchase and maintenance of first aid materials and fire fighting appliances;
- 2.9 The funding of necessary safety training for staff;

- 2.10 The arrangements for securing health and safety assistance from a competent source;
- 2.11 The appointment of a manager responsible for the premises;
- 2.12 The provision of appropriate health and safety information to governors.

The Headteacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.

3. School Business Manager

The Headteacher will delegate to the School Business Manager, the majority of the duties that are linked with the overall responsibilities of the Head. More specifically the postholder will:

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

4. Heads of Department

All Heads of Department are responsible to the Headteacher (via Senior Leadership Team links) for ensuring the application of this policy to all activities undertaken by their department. They will also have responsibilities for ensuring that all relevant parts of the Authority's statement are observed and implemented by all subordinate members of staff in their respective departments. In particular, staff holding such positions of

responsibility will:

- 4.1 ensure that risks assessments are undertaken within their sections and that control measures are implemented, and that assessments are monitored and reviewed.
- 4.2 ensure that appropriate safe working rules and procedures exist within the department and that these are brought to the attention of everyone concerned;
- 4.3 ensure that all accidents (including near misses) occurring within their department are promptly reported and recorded using the appropriate forms etc;
- 4.4 ensure that all accidents are investigated with a view to preventing a recurrence;
- 4.5 ensure that all staff within the department are aware of their specific roles in case of fire and/or emergency;
- 4.6 remove from use and inform the School Business Manager of any equipment/appliance which has been identified as being unsafe and which is in need of repair;
- 4.7 ensure that adequate levels of class supervision are available at all times;
- 4.8 carry out (in conjunction with other members of staff) the annual health and safety audit within their areas of responsibility and provide a report to the School Business Manager.
- 4.9 maintain or have access to an up to date library of relevant published health and safety guidance from sources including the LA, CLEAPSS, DCSF, BAALPE etc., and ensure that all subordinate staff are aware of and make use of such guidance including that available in electronic format;
- 4.10 identify specific staff health and safety training needs and inform the Deputy Headteacher accordingly;
- 4.11 consult with all staff on any matters which may affect their health or safety whilst at work;
- 4.12 carry out departmental induction training including any specific information and training that may be necessary because of activities which are peculiar to the department;
- 4.14 ensure that levels of first aid provision remain adequate for the activities being undertaken;
- 4.15 resolve health and safety problems referred by members of staff within their department. Any problems that cannot be satisfactorily solved within the department must be referred to the School Business Manager.
- 4.16 ensure (via subordinate staff) that all pupils are given the necessary health and safety information and instruction prior to commencing practical activities which may involve some risk;
- 4.17 ensure that good standards of housekeeping are maintained;
- 4.18 consult the School Business Manager when additional assistance becomes necessary.

5. Teaching Staff [Including Supply/Cover Supervisors/Teaching Assistants]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips. Class teachers shall:

- 5.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved, the activities to be undertaken etc. will all need to be considered;
- 5.2 be aware of the schools health and safety policy and any local rules and

- arrangements which may apply specifically to the department concerned;
- 5.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 5.4 know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.;
- 5.5 ensure that pupils follow school/departmental safety rules and that protective equipment is worn where appropriate;
- 5.6 ensure that all personal protective equipment is suitable and in good condition prior to issue;
- 5.7 ensure safety devices e.g. machinery guards are in good condition and are used;
- 5.8 report any defective equipment to the Head of Department;
- 5.9 investigate all accidents (in conjunction with Head of Department) which occur through activities organised/supervised by the Department;
- 5.10 propose for consideration by their Head of Department any improvements which they consider would improve health or safety standards within the department;
- 5.11 ensure that an agreed adequate level of supervision is available and that appropriate health and safety arrangements exist prior to taking school parties off site on educational visits.

6. Site Team

The Senior Site Supervisor, is responsible to the Headteacher via the School Business Manager. Duties include

- 6.1 arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe;
- 6.2 taking appropriate action when necessary to prevent injury to others on the site who might otherwise be exposed to unnecessary dangers, e.g. erect barriers around opened manholes etc and forward to School Business Manager.
- 6.3 complete the annual stage 1 health and safety audit paying particular attention to the building structure, services, access to/egress from the school, main circulation areas etc.;
- 6.4 ensuring that other site supervisory staff are adequately supervised;
- 6.5 identifying any particular health and safety training needs of supervisory staff in the group.
- 6.7 ensuring that staff within the team are not involved in activities outside their limitations;
- 6.8 ensuring that any personal protective equipment issued to staff is suitable for the task and that training is provided in the correct use of the equipment.
- 6.9 ensuring that all staff work in accordance with safe working practices issued by the school, the LEA etc.;

7. All Employees [including temporary & volunteers]

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

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

- 7.1 to participate in the risk assessment process and comply with findings;
- 7.2 to report all defects in the condition of the premises or equipment to which they become aware;
- 7.3 to report all accidents according to the procedures included in Part 3 of this document;
- 7.4 be familiar with the procedure to be followed in the event of a fire or other serious emergency (see Part 3);
- 7.5 to make use of all necessary personal protective equipment provided for safety or health reasons;
- 7.6 to, where necessary, make use of all control measures made available to them, e.g. fume cupboards etc.;
- 7.7 follow all relevant codes of safe working practice and local rules;
- 7.8 report any unsafe working practices to the head of dept/School Business Manager.

8. Pupils/students [This section should be drawn to attention of all pupils]

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

- 8.1 follow all instructions issued by any member of staff in the case of an emergency;
- 8.2 ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- 8.3 inform any member of staff of any situation which may affect their safety.

9. Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- 9.1 to investigate potential hazards and to examine the causes of accidents in the workplace;
- 9.2 to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- 9.3 to make representations to the Headteacher via the School Business Manager on general matters affecting the health, safety and welfare of employees;
- 9.4 to carry out workplace health, safety and welfare inspections;
- 9.5 to attend any Health and Safety working party meetings;
- 9.6 to co-operate with his employers in promoting health and safety at work.

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

Names of Trade Union appointed Safety Representatives

Name	Union	Area Covered
None at present		

10. Governors Health and Safety Committee

The school has established a Health and Safety Committee which meets termly. The main purpose of the Committee is to develop and implement measures to ensure the health and safety of all employees, pupils and others who may be affected by the schools activities. Membership of the Committee comprises of:

- 10.1 Headteacher
- 10.2 Governors

The Health and Safety Committee will submit a report to the Full Governing Body. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Chase Terrace Technology College

ARRANGEMENTS & PROCEDURES FOR HEALTH AND SAFETY AND WELFARE

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

- 1. Accident Reporting, Recording & Investigation**
Pupils: Medical Staff must be notified of all accidents and they will record this on the pupil accident database which is kept by the medical team, in addition an

EDAF2 is completed, a copy is kept on site and a copy sent through to H&S, Staffs County. Post accident risk assessment must be completed.

Staff: All accidents to be recorded in the Statutory Accident Book BI510 and on an EDAF2, a copy is kept on site and a copy of the EDAF2 is sent through to H&S, Staffs County. Post accident risk assessment must be completed.

2. Asbestos

The Senior Site Supervisor is responsible for Asbestos Record System Manual, location of manual, arrangements to ensure contractors and others such as site supervisors etc. have sight of manual and sign manual prior to starting any work on the premises, instruction to staff not to drill or affix anything to walls without first obtaining approval. Any person who refuses to sign prior to commencing the work will not be allowed carry out any work.

If it is thought that asbestos has been disturbed seal off the room and do not allow entry and contact the Asbestos Team, Staffordshire County Council on 01785 277772.

3. Contractors

The Senior Site Supervisor liaises with contractors, completes an induction and exchanges health and safety information and agrees safe working arrangements, risk assessments, frequency of liaison meetings, and is responsible for monitoring contractors working methods. Staff should report concerns to the School Business Manager who will liaise with contract supervisor in Property & Estates If applicable.

4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff are to undertake suitable (written) risk assessments prior to commencing hazardous activities and forward to the Educational Visits Co-ordinator. Consideration MUST be given to the specification of staff qualification requirements to teach certain activities, the BAALPE document must be referred to for P.E.

5. Drugs & Medications

Parental requests for medicines to be administered, staff will be trained in the administration of medication according to need. Authorised medication will be stored in the locked medical room. Administration will be recorded on the appropriate form by the appropriate staff.

The school has adopted the Staffordshire County Councils drugs and medication policy.

6. Electrical Equipment [fixed & portable]

The Site Team are responsible for regular PAT Testing of portable appliances. All staff must declare any portable appliances they are using on site so that Site Team can test them.

Fixed electrical testing is completed by County every five years.

Staff are responsible for reporting any defects to electrical equipment to the School Business Manager. Defective equipment must be taken out of use and signed accordingly.

7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]

Each classroom has fire procedures displayed. A fire drill is completed regularly and fire alarm testing is completed by the Site Team.

Also see current Fire Policy.

8. First Aid

The school have appointed trained first aid staff, they are responsible for checking and restocking first aid boxes throughout the school and in the minibuses. These staff are responsible for summoning ambulances, and will accompany children to hospital in the event that a Parent/Guardian is not available. The Attendance Officer (ext 277) or the Head Teachers PA (Ext 103) will work as a reserve in the event of absence and can also be contacted via main reception on 100 as well as the number above.

9. Glass & Glazing

All glass in doors and side panels to be safety glass, all replacement glass to be of safety standard, assessment of premises to establish whether there are areas which are unsuitable for use by children due to glass being of low standard.

10. Hazardous Substances

Procedures

- Safely dispose of any substances that are no longer required.
- Make a list of all remaining hazardous substances that are used or created within school – these are to be kept in departments.
- Obtain a suppliers hazard data sheet for every hazardous material.
- Determine whether it is possible to eliminate the need to use any of the remaining substances by modifying current working methods.
- Identify whether it is possible to substitute any substance with an equally effective but less hazardous material.
- Undertake a risk assessment of the use of each remaining hazardous substance in school. The assessment must identify any risks to staff and pupils that are created through use of the substance.
- Identify what precautions or control measures are required to completely eliminate the risk or reduce them to the minimum level possible. Implement the precautions.
- Record the assessment.
- Provide all staff with adequate training and information on the safe use of hazardous substances and safe working procedures to be followed by staff and pupils.
- Monitor the use of hazardous substances periodically to check that precautions are being properly followed.
- Periodically examine and test all mechanical control systems (such as fume cupboards) to ensure efficient operation. Keep records of all checks.
- Review all assessments and safe working practices periodically to ensure they remain valid.
- Inform all new staff of the above requirements where applicable.

11. Health and Safety Advice

The Health & Safety Team can be contacted on 01785 278855. Detailed information on Health and Safety is available on Staffordshire County Council intranet.

12. Housekeeping, cleaning & waste disposal

Arrangements are in place to ensure premises are kept clean, to minimise accumulation of rubbish. There are arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, external waste bins are located in a locked compound at least eight metres from buildings. All of this section is managed through the site team.

13. Handling & Lifting

The introduction of the Manual Handling Operations Regulations 1992 has resulted in a more defined legal obligation to both employers and employees with regard to lifting and handling tasks. The emphasis should always be on the avoidance of manual handling activities wherever possible. Where manual handling cannot be avoided, work should be organised to –

- assess the risk
- reduce the risk

NO person should carry out manual handling activities unless they have had suitable training.

Where any lifting is required, it should be preceded by a risk assessment – for details see the publication ‘Manual Handling Guidelines’ – published by Staffordshire County Council – the school copy is located in the Learning Support Department.

14. Jewellery [This should be repeated in school prospectus]

Jewellery should be kept to a minimum and no responsibility can be taken by the school for accidents caused by excessive/dangerous items. Nose studs should not be worn. Only one stud should be worn in each ear. Pupils are required to accept the school’s opinion of what is suitable in matters of clothing and appearance.

15. Lettings/shared use of premises

See current Lettings Policy. Health and Safety information will be exchanged with all lettings.

16. Lone Working

There is a risk assessment for lone working that all staff have access to.

17. Maintenance / Inspection of Equipment

Ladders and steps are subject to visual checks prior to use and written checks every six months by the site team. Fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire

extinguishers, panic alarms are all subject to checks co-ordinated through the site team.

18. Monitoring the Policy

The annual H&S audit is co-ordinated by the School Business Manager. This policy is reviewed as and when necessary but at least every year.

19. Personal Protective Equipment (PPE)

Equipment will be selected that is suitable and sufficient; employees are responsible for maintaining and adequately storing PPE. The school will provide PPE free of charge to employees when it is identified by risk assessment. Employees are responsible for using PPE and reporting any defects.

20. Reporting Defects

Staff must report all defects to either the School Business Manager who will ensure the issues are completed.

21. Risk Assessments

Heads of Departments are responsible for completing risk assessments and monitoring and reviewing them within their department and for ensuring their staff are aware of them. The School Business Manager will co-ordinate their completion and administrative support will be provided for the completion of the risk assessments.

22. School Trips/ Off-Site Activities

The school has a trained Educational Visits Co-ordinator. All visits are approved by the Head Teacher apart from high risk activities and residential trips which need to be approved by County.

23. School Transport

Staff who drive the school mini buses must undertake driver medical examinations, have the relevant license requirements, and be responsible for undertaking checks on minibuses, and adhere to pupil supervision arrangements.

24. Smoking

Chase Terrace Technology College is a no smoking site and has adopted the Staffordshire County Council Policy.

25. Staff Consultation

Staff can raise health and safety concerns to the School Business Manager who is representative on the termly Health & Safety Committee Meetings.

26. Staff Health & Safety Training and Development

Staff are encouraged to ask for and attend health and safety training sessions. Staff performing certain tasks such as significant manual handling, operation of D&T machinery etc must attend specific training and required updates.

27. Staff Well-being / Stress

Staff have access to Staffordshire County Council services for counselling and well being.

- 28. Supervision [including out of school learning activity/study support]**
When pupils are in the care of the school, agreed ratios for school trips will be adhered to, and all staff and responsible adults will be enhanced CRB cleared.
- 29. Swimming Pool Operating Procedures**
Pool operators must be trained to Staffordshire County Council standards and there is a pool SOP (Standard Operating Procedure) and EAP (Emergency Action Plan) available for all lettings and pool users.
- 30. Use of VDU's / Display Screens**
Staff who are classed as DSE Users must have training and a workstation assessment completed. Users are entitled to free eye tests and costs towards glasses where necessary according to Staffordshire County Council policy.
- 31. Vehicles on Site**
There are restrictions on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, and special arrangements for deliveries at school.
- 32. Violence to Staff / School Security**
Violent incidents must be reported to Line Managers. Violent incident report forms must be filled in for any violent incident whether it is verbal or physical. If injuries are sustained, the accident reporting procedure must be followed too and information sent to Health and Safety at Staffordshire County Council.
- 33. Working at Height**
Staff using steps and ladders require training. Written ladder checks must be completed and visual checks completed prior to use. No one must use tables or chairs to stand on. Contractors must provide their own access equipment.
- 34. Work Experience**
The school has a work experience co-ordinator.