



Health & Safety Policy

Signed by
Chair of
Governors

Currently under review



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Policy statement

Our core purpose is to 'Prepare students for a changing world'. To facilitate this, Holmes Chapel Comprehensive School recognises the duty to provide an environment in which everyone - pupils, staff, visitors, contractors - can carry out their work in safety, so far as is reasonably practicable within the scope of the resources available to the School. This will be achieved by; the proactive identification and wherever possible the mitigation of material risks; the development of and dissemination of a suitable policy framework; the provision of appropriate tools and materials; the development of a culture in which all those using the premises act in appropriate ways that recognise everyone's responsibility to act in such a way that protects themselves and others from potential harm.

Policy framework

Procedures adopted by the Governors are in accord with the appropriate statutory requirements. The Executive headteacher and Governors of the school expect all staff and students to go about their work with the proper concern for the safety of themselves and others. The same support and cooperation is expected from contractors, partners, visitors and any persons using or entering the school's facilities.

In summary, there are legal requirements to:

- a) Assess risks and decide appropriate precautions, taking account of emergencies which might occur;
- b) Manage the health and safety activities to keep risks under control, principally by planning and monitoring;
- c) Instruct and train employees in the precautions needed.

This Health and Safety Policy

- a) Provides the necessary authority and support for staff as they make their respective contributions to health and safety;
- b) Sets out the duties and responsibilities of key groups;
- c) Recognises the partnership necessary with Cheshire East Council to ensure that all statutory duties in this field are met;
- d) Emphasises the importance of hazard management, based on the assessment of operating risks;
- e) Identifies the key risks and other areas which require special monitoring as part of an annual review and Health and Safety Report to Governors;
- f) Provides the basis for an annual review (of past performance and future developments) by the Executive headteacher with appropriate senior/middle managers.

In order for this Policy to be implemented, staff awareness will be raised regarding risk analysis/assessment and precautions to be taken. Where necessary, staff will be trained to ensure their competence for the tasks they are called upon to perform.

Staff will be afforded the opportunity of raising with the senior leaders or governors, using appropriate channels (to include where possible the appropriately appointed trade union appointed safety representative), suggestions or matters of concern. Requests for specialist help will be routed through the School Health & Safety Co-ordinator, Tony Halsall.

Working in a safe manner, never doing anything that compromises the safety of others and taking responsibility to highlight risks to the safety of yourself or others are the responsibility of everyone. The Health and Safety at work legislation places these responsibilities on all of us.

Key areas of responsibility

The School's Health and Safety Policy recognises that there are a number of key areas which require their own sub-policies. These include:

- Fire Precautions, including an evacuation procedure and other Emergencies
- Disaster recovery
- First Aid Provision
- School Transport, Road Safety and Use of Mini-buses
- Risk Assessment
- The Management of 'High Risk' Areas
- School Visits, Field Trips
- Accident Reporting and Investigation
- Safety Training
- Security
- Waste Disposal, including from laboratories
- Housekeeping and cleaning - frequency, standards and monitoring
- Safety Representation and Committees
- Annual Safety Audit and Inspections

HEALTH & SAFETY FORUM

A forum shall meet at termly intervals using authority delegated by the Health and Safety Officer who is the Executive Headteacher. This forum shall comprise the:

- Head of School (Curriculum Lead)
- Director of Business Services (H&S coordinator)
- Estates and Facilities Manager
- HR Manager
- A Governor who is a member of the Estates and Facilities Committee

RESPONSIBILITIES

The Governors are responsible for ensuring that the School has a Health & Safety Policy and that every reasonable and practical effort is made to ensure the safety and well-being of all persons using the School site.

The Executive Headteacher holds overall responsibility for Health & Safety for matters over which they hold executive authority, ensuring that all staff are aware of their responsibilities, receive regular training and have the appropriate resources to safely carry out their duties. For matters where there is no executive authority, reasonable measures must be taken to avoid or minimise the problem.

The Health & Safety Co-ordinator (Director of Business Services) is responsible for:

- Providing strategic and operational leadership in terms of ensuring safe systems are in place
- Fire drills are carried out each school term
- Raising awareness of and keeping up-to-date with developments and regulations
- Monitoring Health & Safety procedures
- Work with Curriculum Leaders to ensure that classroom risk assessments are completed and updated where necessary and appropriate by teaching staff
- Ensuring that teachers are able to carry out risk assessments in their classrooms and use MINT CLASS to assess the most suitable seating plan based on individual students needs.
- Raising concerns where necessary with the Executive Headteacher, Head of School or Governing Body if there are serious concerns about the safety of staff or students.
- Chairing the Health & Safety Forum
- The Health and Safety duties and activities of the Finance and Resources Manager, Estates and Facilities Manager and HR Manager are effectively monitored and discharged

- Ensuring that all accidents are reported and investigated by the school Medical Officer through regular reports from the Information, Data and Communications Manager.

The Estates and Facilities Manager shall be responsible for:

- The health and safety of the physical fabric (bricks and mortar) and associated equipment of the site
- Ensure that appropriate information and risk assessments are in place for all substances described within the COSH definitions and that those substances are stored appropriately.
- Delivering an annual inspection/report to the Estates and Facilities Committee
- Liaising with the Health & Safety Co-ordinator in all matters of Health & Safety
- Maintaining and monitoring Health & Safety standards and procedures
- Ensuring that fire alarm and fire-fighting equipment are inspected and tested
- Monitoring the work of outside contractors under Health & Safety regulations and ensure that all contractors where appropriate provide a risk assessment to the satisfaction of the school before work commences.
- Ensuring that Contractors:
 - With a business with four or more employees make its Safety Policy available to the school while its employees are on the premises;
 - With less than four employees are made aware of the School Safety Policy and conform to its content;
 - areas in which workers are active are placed 'out of bounds' by the use of clear 'soft barriers' and notices;
 - ensure any areas which may be dangerous or present a hazard are identified by warning notices at strategic points;
 - hazards must be identified to members of the General Public.

The HR Manager shall be responsible for:

- Ensuring Health and Safety Awareness training during induction for all new starters
- Arranging bespoke training for members of staff.
- Ensuring that responsibilities of all staff are included in all job descriptions

The Strategic ICT Manager shall be responsible for:

- Managing and advising on The health and safety of all ICT equipment on site
- Maintaining a record of all VDU/ Computer usage risk assessments

Curriculum Leaders shall be responsible for:

- The day-to-day responsibility for Health & Safety in their faculty and departments, ensuring that the School's Policy is implemented.
- They should have accurate and detailed knowledge of Health & Safety matters which apply specifically to their subjects.
- Staff working in the Faculty must know about safe working practices and how to deal with incidents which are likely to occur.
- Ensuring that workplace (classroom risk assessments) are carried out and available to staff.
- Ensuring that staff are aware of their duties in case of fire or other emergencies.
- Each Faculty shall have its own Health & Safety Policy, showing how the School's overall Policy will be put into effect in the Faculty.
- Health & Safety issues shall be a regular standing item for Faculty Meetings and each Faculty will deliver an annual review.
- Faculties with technician support have an extra responsibility in ensuring that these staff are qualified for the tasks that their job descriptions require.

Heads of House shall be responsible for:

- Health & Safety on all those occasions when their particular house meets as a whole e.g. assemblies.
- Each Head of House should have a detailed knowledge of Health & Safety matters which apply to these specific situations and should ensure that staff are aware of necessary safe working practices and how to deal with incidents which are likely to occur.

Individual Staff shall be responsible for:

- The safety and well-being of themselves and of those in their care in their immediate area of work at that particular time.
- At all times staff dress should be appropriate to the job in hand, minimising the risk of injury and damage.
- They should report any health or safety problem which they are not able themselves (within their area of authority) to put right to the appropriate named person, and the safety representative.
- A situation likely to cause a significant hazard must be avoided until it has been corrected, even though it has been reported.
- Equipment which, although recently inspected, has developed a fault must not be used, despite the inspection.
- to take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts of omissions at work
- In regard to any duty or requirement imposed on his employer or any person by or under any relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with." (Health & Safety at Work Act)
- In the interests of safety, security and hygiene, teaching and support staff are expected to:
 - know and apply the safety measures applicable to their area of work;
 - exercise good standards of tidiness and cleanliness in areas for which they are temporarily or permanently responsible;
 - know the emergency procedures for evacuation of the building;
 - know the procedures for obtaining first aid assistance;
 - co-operate with other staff to achieve a healthy and safe workplace;
 - use and not wilfully or recklessly misuse or interfere with things provided for his/her safety or the safety of others;
 - co-operate with representatives of the Health & Safety Executive or Public Health Authority.

School Duty Staff shall be responsible for:

- The supervision and safety of students in the area allocated for the full duration of the duty period.
- Staff should report Health & Safety concerns to their Line Manager (or the Faculty Safety Representative) who will then inform the Health & Safety Co-ordinator in writing via email or the pro forma available. The Coordinator will decide the appropriate course of action to take.

Professional Association Safety Representatives'

- responsibilities are delineated by the Associations. Association representatives may request an annual Health & Safety Inspection, to be carried out with the Health & Safety Co-ordinator. The School must allow time for Association Safety Representatives to be trained (by the Association).

Visitors

- are regarded as members of staff for the purposes of this policy, as far as it is reasonable for them to be aware of the requirements. They are expected to co-operate with the procedures delineated in the Health & Safety Policy. Contractor's staff must comply fully with the school's policies. They will, in all cases, report to reception on arrival at site and prior to leaving. Anyone who does not display an appropriate staff or visitors I.D. card will be challenged.

Suppliers

- any person (including staff, parents or pupils) introducing any substance or item into the workplace must ensure that:
 - they are safe when properly used;
 - they have been tested by a competent authority;
 - information is supplied as to the use of the items (including safety).
 - Where necessary Health and Safety related risk assessments have been carried out, documented and implemented.
 - Any person who erects or installs an article must ensure that it does not constitute a risk to health and is safe to use.
 - Terms and conditions of service are issued to all suppliers as part of the academies procurement process, the full details of which are included within the Financial Procedures Manual.
 - Catering services are provided by Sodexo by contract to the school. Sodexo have a responsibility to ensure that they have in place safe systems of work and will bring to the attention of the school any concerns that they feel may compromise the safety of students or staff.

Education outside of the classroom - use of – EVOLVE for recording trips and visits

All staff should be aware of the importance of and comply with the school's procedures and advice regarding school visits. These are contained within the EVOLVE system adopted by the school. The system automatically sends notification of visits required to be notified to the local authority. An Educational Visits coordinator (EVC) is appointed to oversee the development and implementation of the risk assessment associated with each trip.

This system ensures there is a clear audit trail for the planning and approval of visits. All Faculties arranging school visits/field trips must include, in their Faculty Health & Safety Policy, procedures and risk assessments relevant to their activities and ensure that all staff comply with the EVOLVE procedures.

For all trips, once the relevant information has been collected in regard to the EVOLVE system, this will be cross referenced against the information held within the medical needs assessments and any students identified as having high or multiple risks will require an individual safety plan to be documented.

FIRE PRECAUTIONS and other EMERGENCIES

Procedures and responsibilities regarding Fire Drill are to be found in the Staff Handbook.

The aim of the School's evacuation procedures is to ensure the quick, safe, complete and verified evacuation from the building of all persons known to be on the premises.

Attempts to control the fire are of secondary importance and should be made only if:

- Immediate action will prevent the fire taking hold and leading to a life-threatening situation;
- The fire is likely to be controlled by the equipment immediately available;
- There is no danger to the people attempting the control;

- The attempt will in no way hinder the safe evacuation of personnel.

Even if a small fire has been thought to have been extinguished, the premises will be evacuated until the fire brigade have confirmed that it is safe to re-enter the building. Exam rooms are governed by the School Fire Drill, with provision for the security of examination papers described by Board regulations.

Fire Practices shall be held as follows:

- Initial run-through for Year 7 students in the first half of the Autumn Term;
- Initial notified practice for staff and students during the first half term;
- Full, unannounced practice for the whole school site during the second term;
- One other full practice during the year.
- Other practices may be held if routes change (e.g. new buildings) or if earlier practices have not been satisfactory.

TRANSPORT

School Buses

The School will take such steps that are feasible and reasonable to encourage acceptable behaviour by its pupils whilst travelling on school buses, regardless of which organisation is responsible for the commissioning and operation of the bus, to deter behaviour which compromises the safety of the passengers and drivers.

Coaches hired by the School

Safety procedures are covered by School Visit policies. More than one passenger per seat and standing passengers are not permitted.

Road Safety

The School recognises that its pupils have sufficient maturity and training to be able to use the public roads and pavements safely and sensibly.

During the busy periods at the beginning and end of the school day, cyclists must dismount and wheel their bicycles along the school driveway.

Parents are asked, in normal circumstances, not to use the school car park to drop off or pick up their children during these busy times.

Duty staff are responsible for overseeing the safe loading and unloading of the school buses.

Minibuses

Only those staff who hold the appropriate driving licence and have passed a recognised and school approved Minibus Driving Assessment may drive a minibus carrying Holmes Chapel Comprehensive School pupils. The Assessment covers the criteria laid down in the Guidelines about Driver competence.

Drivers are responsible for ensuring that the vehicle is in a safe and road worthy condition before beginning a journey. Drivers must ensure that the following basic equipment is carried (and is in good working condition) for each minibus used:

- spare wheel
- jack and wheel brace
- tyre pressure gauge
- first aid kit
- fire extinguisher

- high-visibility (e.g. reflective yellow) jacket
- warning triangle
- mobile phone
- strong-beam torch

Departure Check

Tyres, lights, oil, Water/coolant, seats and belts, mirrors, wipers, windows, fuel, storage of luggage

A check-list of what to check before departure and what to do in emergency is to be included with this kit. Drivers must carry their own driving licence.

Luggage must be stowed in such a way that it does not affect stability or other aspects of the safety of the vehicle. The plated weight of the vehicle must not be exceeded. Access doors must not be blocked.

Drivers are responsible for driving within the law, particularly with respect to speed limits - 50mph on single carriageways, 60mph on dual carriageways and 70mph on motorways; a maximum speed of 60mph is recommended for motorways.

For most journeys with most groups, it is sufficient for the driver to be the sole adult in the bus. For longer activities (over 2 hours journey time), the driver should not be the teacher who has been significantly involved in tuition during the day. The combined working/driving day must not exceed 10 hours per driver. If the group is likely to cause distraction, a second adult must be present.

For long journeys, the driver must take a rest of at least 15 minutes in every 90 minutes. For an evening journey, the driver must have a rest of at least one hour between teaching and driving.

Seat belts must always be worn including all passengers. More than one passenger per seat and standing passengers are not permitted.

In the event of breakdown on a motorway, the pupils must be off-loaded from the vehicle and assembled as far away from the hard shoulder as possible (unless this would cause a greater risk). The emergency call must stress that there are pupils involved.

In the event of an accident, the full and correct procedures as for driving a private car must be followed. The School must be informed immediately (or Head/Deputy if outside school hours). If injury has been caused, the Accident Reporting procedures must be followed as soon as possible. As insurance and other documentation will not be carried, this must be produced for the police within 24 hours. **All** accidents must be reported as soon as possible to the Director of Business services.

The use of mobile phones or other mobile communication devices are strictly prohibited when driving a school mini bus. Failure to comply will be regarded as gross misconduct and will result in disciplinary action.

RISK ASSESSMENT

All activity involves an element of risk. All school activities will be assessed to identify any hazard and determine the likelihood and severity of any resulting injury. Steps will then be taken to eliminate or reduce the chance and the severity of an injury; options include stopping the activity, substituting a safer activity or providing safeguards. Residual risks are to be identified and held at an acceptable level by

- Taking precautions
- controlling the activity

- monitoring the activity
- training and information.

There is a statutory duty for risk assessments to be made and recorded in writing where significant risk is involved. Assessments will be reviewed every year and re-written as when required by changing circumstances. The School's Risk Assessments are based on ERA3 documents, modified for the local situation.

Each Curriculum Leader has a duty to carry out and record risk assessments in the Faculty's curricular activities and to take the appropriate steps consequent upon the identification of risks. Procedures required to eliminate or reduce risk are to be included in lesson notes. In particular, PE, Science and Technology are areas with potential risks.

ACCIDENTS

Procedures for reporting accidents etc are described in the Health & Safety Manual (ERA3) p 1242 (1996) and are covered by RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

For efficiency and for effective reporting, and with the approval of the Health & Safety Team, the School records all incidents and accidents on SIMS as agreed with the Cheshire East Health & Safety inspector. In addition there is a Near Miss forum on the VLE for staff to record any near miss which do not need to be reported to the Health and Safety Executive. For more serious incidents, including those for which the Health & Safety Executive must be informed, the PRIME system is used

FIRST AID PROVISION

The School aims to follow the HSE guidelines of a minimum of 2 First Aiders and 4 Emergency Aiders holding current First Aid at Work qualifications:

First Aid boxes are located in:

- Science Prep Rooms 1,2 and 3
- Maths Faculty Office
- Technology Technicians Room
- Art Room
- Arts faculty office
- School Office
- Business Studies Office
- PE Faculty office.
- E1
- Estates office
- Medical Room
- Catering department

Portable first aid kits are available for the use by first aiders attending an emergency and for carrying on school visits.

There is a separate policy for care of students with medical conditions including keeping and issue of medicines.

Review

Prepared by: Mr A Halsall

Approved by the Governing Body:

Signature:

Name: Mrs C Burgess, Chair of Governors

Date:

To be reviewed in 3 years

Date for review: