

1. Introduction

This policy is based on the latest guidance provided by the Health and Safety unit at Portsmouth City Council and has been used to enable the school to create a school specific Health and Safety Policy. This policy aims to ensure the school meets its obligations under the *Health and Safety at Work Act (1974)*.

2. Scope

The detail of this policy applies to all school employees, students of the school and contractors and visitors to the school site. The detail of the policy will apply to all site based school activities. The principles of the policy will apply to all school related activities and the policy must be taken into account when planning such activities. The policy will inform our processes to manage students. The policy should be read alongside other school policies especially safeguarding.

3. Aims

The Governing Body believes that ensuring the Health and Safety of staff, pupils and visitors is essential to the success of the school. This policy aims to set out this commitment.

We are committed to:

- providing a safe and healthy working and learning environment;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities;
- complying with statutory requirements as a minimum;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring adequate welfare facilities exist at the school;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.

A Health and Safety management system has been created to ensure the above commitments can be met. All governors, staff and pupils will play their part in its implementation.

Name: _____ Signature: _____ Date: _____
(Chair of Governors)

Responsibility:	Headteacher
Review Period:	Annually
Last Review:	June 2016
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4. Responsibilities

4.1 Introduction

To comply with the Governing Body's Statement of Intent the school's normal management structure have additional responsibilities, as detailed below. An organisational chart showing the school's health and safety management structure is at Appendix 2.

4.1.1 The Governing Body:

The Governing Body has the following responsibilities and must ensure that:

- a clear written policy statement is created which promotes the correct attitude towards safety for staff and pupils;
- responsibilities for health, safety and welfare are allocated to specific individuals and those persons are informed of these responsibilities;
- persons have sufficient skills, experience, knowledge and training to perform the tasks required of them;
- clear procedures are created which assess the risk from hazards and processes to produce meaningful safe systems of work;
- sufficient funds are set aside with which to operate safe systems of work;
- health and safety performance is measured both actively and reactively;
- the school's Health and Safety Policy and performance is reviewed annually.

4.1.2 The Headteacher

The Headteacher has the following responsibilities and must ensure that:

- they must fully commit to the Governing Body's *Statement of Intent for Health, Safety and Welfare*;
- a clear written local policy for Health and Safety is produced;
- that the policy is communicated to staff and others requiring the information;
- appropriate information on significant risk activities is given to staff, visitors and contractors;
- appropriate consultation arrangements are in place for staff and their representatives;
- all staff are provided with adequate information, instruction, training and supervision on health and safety issues;
- risk assessments of the premises and working practices are undertaken;
- safe systems of work are in place for identified risk factors;
- emergency procedures are in place;
- equipment is inspected and tested in accordance with the relevant statutory requirements to ensure it remains in a safe condition;
- records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents and investigations – *these must be undertaken for all appropriate activity and regularly reviewed*;
- arrangements are in place to monitor premises and performance;
- ensure compliance with Portsmouth Count Council (PCC) policies;
- all accidents and incidents are investigated and any remedial actions are implemented;
- they report to the Governing Body at least annually on the health and safety performance of the school.

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4.1.3 The School Health and Safety Co-ordinator

The School Health and Safety Co-ordinator has the following responsibilities:

- co-ordinate and manage the annual risk assessment process for the school;
- co-ordinate the annual general workplace monitoring inspections and performance monitoring process;
- make provision for the inspection and maintenance of work equipment throughout the school;
- draw up and manage action plans produced as a result of inspections, audit and investigations. Ensure that responses and resolutions are completed in timely manner;
- advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, pupils and visitors;
- ensure that staff receive suitable and sufficient instruction, training and are adequately instructed in safety and welfare matters about their specific work place and the school generally;
- Carry out any other functions required by the Headteacher or Governing Body.

4.1.4 Teaching/Non-teaching Staff Holding Positions of Special Responsibility

This includes deputy headteachers, curriculum co-ordinators, heads of faculty, heads of departments and caretakers. They have the following responsibilities:

- apply the school's Health and Safety Policy requirements to their own department or area of work and be directly responsible to the Headteacher for the application of the health and safety procedures and arrangements;
- carry out health and safety risk assessments of the activities they are responsible for;
- ensure that all staff under their control are familiar with any health and safety procedure for their area of work;
- attempt to resolve health, safety and welfare problems from members of staff or refer them to the Headteacher. Any problems that cannot be resolved locally should be forwarded to the PCC Health & Safety Unit for advice;
- carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and make a record of these inspections – these should be informally carried out weekly through regular visual review and formally every school term;
- take responsibility for their areas and ensure that all information and findings are reported appropriately;
- ensure, so far as is reasonably practicable, the provision of information, instruction, training and supervision to enable employees and pupils to avoid hazards and contribute positively to their own health and safety;
- instigate investigations for any accidents that occur within their area of responsibility;
- keep the Headteacher and H&S Co-Ordinator informed on the health and safety performance of his/her department or area of responsibility (this could be facilitated by quarterly briefings, annual report, at the direction from the Headteacher).

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4.1.5 Class Teachers

Class teachers are expected to:

- exercise effective supervision of their pupils, to know the procedures for fire, first aid and other emergencies;
- follow particular health and safety measures in their own teaching areas as laid down in the relevant guidance or procedures;
- give clear oral and written instructions and warnings to pupils when necessary;
- follow safe working procedures;
- require the use of personal protective equipment, protective clothing and guards where necessary;
- make recommendations to the Headteacher or Head of Department on health and safety equipment and any improvements to plant, tools, equipment or machinery that may be necessary;
- integrate all relevant aspects of safety into the teaching process and, where necessary, give specific lessons on health and safety in line with national curriculum requirements for safety in education;
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation;
- report all accidents, defects and dangerous occurrences to the Head of Department.

4.1.6 Health and Safety Representatives

Safety representatives can either be appointed through their union under the *Safety Committees and Safety Representatives Regulations 1977* or volunteer to be a representative of employee safety under *The Consultation with Employees Regulations 1996*. PCC does not distinguish between union and non-union safety representatives in their corporate Health and Safety Policy. The requirements of the two sets of regulations are similar and give the same facility to representatives; however there are some differences with regard to those who are union appointed. The respective Unions and PCC Health and Safety Unit can provide additional advice, if required.

The Governing Body recognises the role of appointed health and safety representatives. Health and safety representatives will be allowed to investigate accidents and potential hazards, pursue employee complaints and carry out school inspections within directed time but, wherever practicable, outside teaching time. They must be consulted on health and safety matters affecting all staff. They are also entitled to certain information, e.g. about accidents and paid time-off to train for and carry out their health and safety functions. However, they do not carry out health and safety duties on behalf of the Headteacher or Governing Body.

4.1.7 All Employees

All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves and for others who may be affected by their acts or omissions. In particular, employees must:

- comply with the school's Health and Safety Policy and procedures at all times - in particular procedures for fire, first aid and other emergencies;

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- co-operate with school management in complying with relevant health and safety law;
- use all work equipment and substances in accordance with instruction, training and information received;
- recognise their own competence and not undertake any activity, use any item of work equipment they have not been trained to use;
- report to their immediate line manager any hazardous situations and defects in equipment found in their work places;
- report all incidents in line with current incident reporting procedure;
- act in accordance with any specific health and safety training received;
- inform their Line Manager of what they consider to be shortcomings in the school's health and safety arrangements;
- exercise good standards of housekeeping and cleanliness;
- co-operate with appointed safety representative(s).

4.1.8 Pupils

Pupils, allowing for their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others;
- observe standards of dress consistent with safety and/or hygiene;
- observe all the health and safety rules of the school and in particular the instructions of staff given in an emergency;
- use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

5. Monitoring and Review

The Health and Safety Co-ordinator is responsible for the implementation of this policy and will carry out monitoring activities as outlined in Section 4 and the Appendices. The Headteacher will receive reports from the Health and Safety Co-Ordinator, and Governors will review health and safety information at least termly.

This policy will be reviewed annually.

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PROCEDURES AND ARRANGEMENTS

1. Introduction

The following procedures and arrangements have been adopted to ensure compliance with the Governing Body's *Statement of Intent*.

2. Risk Assessments

- General risk assessment - will be co-ordinated by the Health and Safety Co-ordinator;
- New and expectant mothers risk assessment - will be carried out by Health and Safety Co-ordinator and the Director of Resources with the new or expectant mother;
- Curriculum activities assessment - risk assessments for curriculum activities will be carried out by relevant Heads of Faculty and subject teachers supported by the Health and Safety Co-ordinator;
- Fire safety assessment - a site-specific fire risk assessment will be carried out by the PCC Fire Safety Advisor;
- Manual handling assessments - manual handling risk assessments will be carried out (co-ordinated) by Site Manager/ Health and Safety Co-ordinator;
- Computers and Workstation assessments - workstation DSE assessments will be carried out by Line Managers, the Health and Safety Co-ordinator and IT Support;
- Hazardous substances – the Health and Safety Co-ordinator is responsible for identifying and assessing hazardous substances within their area of responsibility, for which no generic assessment exists in the *Caretaking* manual;
- Violence - assessment of the risks of violence to staff will be carried out by the Deputy Headteacher.

3. Emergency Procedures

3.1 Fire and Evacuation Procedures are detailed in Appendix 3.

3.2 First Aid:

- First aid boxes are provided at the following locations:
Medical room, site office, site work shop, gym, fitness suite and science department.
- The following staff are available to provide first aid:

Certificated First Aiders:

Jeanette Levers

David Nutland

Jeff Lee

Chris Wigley

June Nancarrow

Jan Grainger

Tracy Thomas

Yvonne Ray

Samantha Griffiths

Ross Herriot

Pauline Sisk

Shelley Richardson

Simon Watkins

- In event of needing first aid assistance, Call 222 or 220 to locate the nearest first aider (and cover their class if required).

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Contacting Emergency Services/Ambulances

The first aider will contact reception stating whether they are in a position to phone for an ambulance. If unable to, request made to reception to phone only – *communicate to Site Manager that an ambulance is required so that access and suitable arrangements are in place*. No other staff should be doing so.

Depending on severity of emergency, as little involvement by other staff required. You will be asked if needed.

Parents or next of kin can be called by admin, or the first aider, according to availability. Whether contact is made before or after the emergency call, parents/next of kin need to be aware of severity of emergency, in a clear factual manner.

Information to be shared as example:

- Whether the child has been taken to hospital/or awaiting arrival of an ambulance;
- Which hospital they have gone to/or will go to;
- Who is to go/has gone with the child.

Unless the parents or next of kin can get into school before ambulance arrives/ leaves, the child must be escorted, unless paramedic's are happy to escort alone but meeting next of kin on arrival at hospital.

- Transport to hospital: Ambulance or insured member of staff
- No casualty should be allowed to travel to hospital unaccompanied. Jeanette Levers will designate an accompanying adult in emergencies where parents cannot be contacted.

3.3 Incident/Accident Reporting

An accident report sheet is completed by the Welfare Officer. This is forwarded to the Site Manager and if the incident is reportable, it is forwarded to PCC Health & Safety Officer.

3.4 Bomb Hoaxes, Bomb Alerts and Lockdown

The Headteacher, or, in their absence, the most senior member of staff available, will decide on action to be taken in the event of an incident. Normally, advice will be sought from emergency services.

Bomb hoaxes or alerts will be dealt with from main reception, intruder alerts necessitating lockdown from the site office.

The signal (alarm) for evacuation of the building (if necessary) will be the fire alarm that will sound and then it will be silenced, followed by a wait of 30 seconds. The alarm will re-sound and normal evacuation procedure should be followed.

If lockdown is necessary, the lockdown alarm will sound (intermittent ring) and staff will take the necessary steps to secure their classroom/area and await further instruction.

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3.5 Gas Leaks

Any member of staff discovering a suspected gas leak should make an informed judgement, based on how strong the smell is, as to whether they immediately evacuate the building and telephone British Gas.

If there is a slight smell of gas, the first action should be to check that all gas appliances are switched off. This may clear the smell of gas. Windows should be opened.

3.6 Chemical Spills

- All science/design and technology/art teachers and technicians should follow guidance contained in the *CLEAPPS Hazards*.
- Other areas should follow procedures as identified in relevant *COSHH Assessments/Hazard Data Sheets*.

4. Health and Safety Training:

4.1 Health and safety induction training will be provided for all new employees by David Nutland, Site Manager.

Note: A range of courses are offered by the PCC and these can be found on the Managed Learning Environment (MLE). The following professional bodies offer school specific training:

- *CLEAPPS offer a range of courses for Science and Design & Technology;*
- *The Association of British Theatre Technicians (ABTT) offer a range of courses for drama;*
- *National Society for Education in Art and Design (NSEAD);*
- *Training & Development Agency for Schools (TDA) national CPD database;*
- *Design & Technology Association (DATA): Teacher accreditation scheme.*

4.2 Head of departments will arrange for the necessary training or courses for the roles and functions anticipated, regularly reviewing to ensure that suitable, sufficient training has been undertaken.

4.3 The Health and Safety Co-ordinator and the Headteacher will regularly review the training needs of all staff, offering training where necessary.

5. Inspection and Testing of Plant and Equipment:

5.1 Statutory Inspections:

All plant and equipment requiring statutory inspection and testing (i.e. steam boilers, lifting equipment, local exhaust ventilation, pressure cookers etc.) will be inspected by appropriate contractors.

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5.2 Portable Electrical Appliances:

Inspection and testing of portable electrical appliances will be carried out by the site team.

5.3 Equipment Maintenance – Curriculum:

Heads of departments will be responsible for ensuring that maintenance of equipment for their areas of the curriculum is identified and implemented.

5.4 Ladders and Access Equipment:

Caretakers will be responsible for inspection and maintenance of ladders and other access equipment following guidance contained in the *Caretaking Manual*, Section F.

6. Health and Safety Monitoring:

6.1 Inspection of Premises:

General workplace Inspections will be co-ordinated by the Site Manager/Health and Safety Co-ordinator making use of the relevant audit and inspection forms in line with PCC expectations.

7. Consultation and Communication of Information:

7.1 Consultation

- Health and safety (H&S) information is presented to the Resources Committee termly. Further discussion of Health and Safety by Governors is carried out as required.
- The trade unions' appointed safety representative(s) on the staff: At the current time there are no representatives.

7.2 Communication of Information

- The Headteacher will ensure that systems are established so that staff and pupils are familiar with the arrangements set out in this document.
- *The Health and Safety Law* poster is displayed at the Staff room and Site office.
- Health and safety advice is available from David Nutland, Site Manager, and Andrew Kill, *PCC Health and Safety Officer for Schools*.

8. PREMISES MANAGEMENT:

8.1 Supervision of Pupils

- Arrangements for supervision of pupils are organised by the Leadership Team.

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8.2 Security and Visitors

- All visitors must report to the main reception where they will be asked to sign the visitors' book and wear an identification badge.

8.3 Vehicles on Site/Parking

- Cars must be parked in designated areas.
- The risks of persons and vehicles coming into contact will be controlled by the Health and Safety Co-ordinator/Site Manager.
- Delivery/contractor vehicles must park at the main car park in front of the school.
- Arrangements for disabled persons are at the main car park in front of the school.

8.4 Building Maintenance

- General building maintenance is carried out by King Richard School site team.
- The Health and Safety Co-ordinator/Site Manager will be responsible for ensuring that all identified general building maintenance is carried out by either the site team or other contractors.

8.5 Asbestos Management

- The asbestos register is held in the site office.
- The Health and Safety Co-ordinator/Site Manager is responsible for ensuring that contractors who may be working in areas of the premises where asbestos materials have been identified sign the register and that any changes to the register are notified to PCC AMS (or the relevant asbestos management team).

8.6 Control of Contractors

- All contractors must report to reception where they will be requested to sign the visitors' book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.
- The Health and Safety Co-ordinator/Site Manager is responsible for monitoring areas where the contractor's work may directly affect staff and pupils and for keeping records of all contractor work.

8.7 Lettings Management

- Lettings are managed by the site team following the Lettings Policy and Procedures.

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9. OTHER PROCEDURES

9.1 Emergency Response Management

- The Local Authority's *Emergency Response Guidelines* are followed and staff are made aware of the advice given, in conjunction with the school's site-specific emergency response procedures.

9.2 Managing Medicines

- Prescribed medication will be administered to pupils following guidance contained in the Administration of Medicines Policy. The Welfare Officer has been nominated as responsible persons for control of administration of medicines to pupils.

9.3 Educational Visits

- Educational visits will be organised following guidance contained in DfE (DCSF) documentation issued by Hampshire Outdoor Education, PT & Sports Service. The Educational Visits Co-ordinators are Mrs Sue West-Thomas and Mrs Sue Ravenhall.

9.4 Management of Mini-Buses

- Operation of minibuses will be carried out by the site manager following guidance contained in the MIDAS Manual.
- All approved users MUST complete appropriate pre- and post-use checklist ensuring that issues identified are reported.

10. REFERENCE DOCUMENTATION

- 10.1 All reference documentation relating to this policy and the School's health and safety management systems can be accessed via P Drive.

11. CONSULTATION

- 11.1 The development of this policy has been subject to a consultation process as follows:

This policy has been produced by the Health and Safety Co-ordinator/Site Manager and approved locally by the Headteacher. Staff have had the opportunity to comment. Once finalised, it is submitted to the Full Governing Body for Governors' approval.

12. COMMUNICATION AND DISSEMINATION

- 12.1 This policy is available on the P Drive.

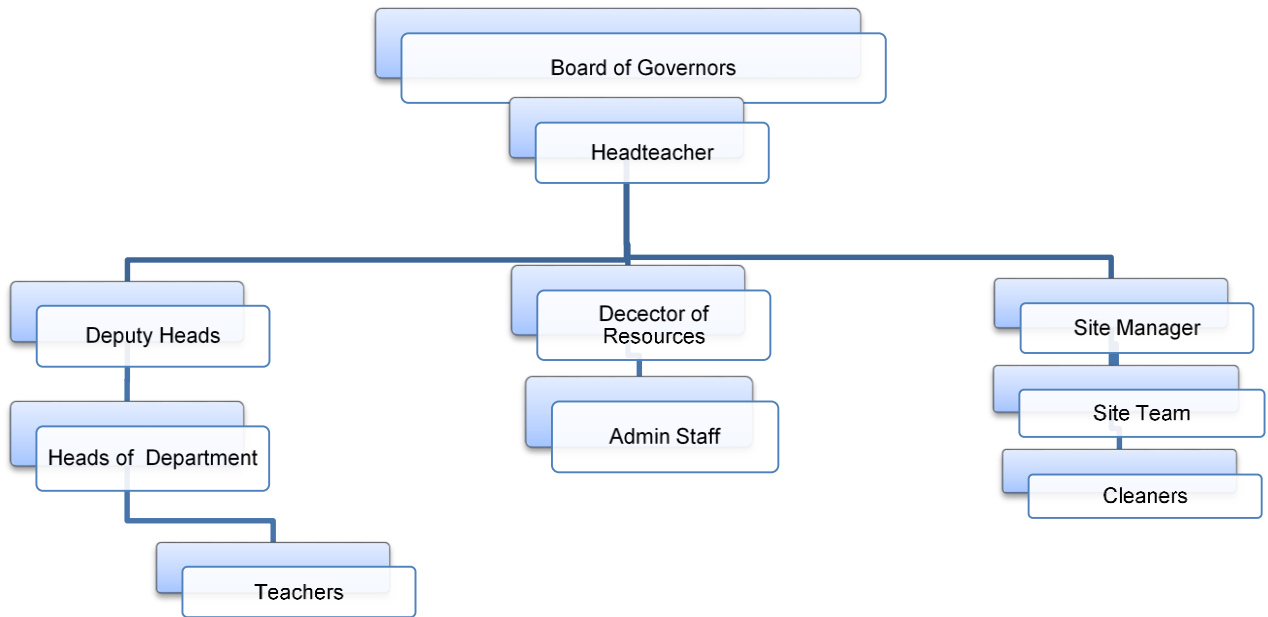
13. POLICY REVIEW

- 13.1 This policy will be reviewed annually and republished on a three yearly basis or sooner if required.

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APPENDIX 2 TO
HEALTH & SAFETY POLICY

HEALTH AND SAFETY ORGANISATIONAL CHART



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FIRE AND EVACUATION PROCEDURES

Fire notices are displayed in every room.

Escape routes are checked by Health and Safety Co-ordinator/Site Manager every Month.

Fire Extinguishers are maintained and checked by Health and Safety Co-ordinator/Site Manager every month.

Alarms are tested by site team every week.

Emergency evacuation procedure will be tested once every term.

All of the above are recorded in the Fire log book.

Premises evacuation arrangements, in case of an alarm being activated, are as follows:

There will be a continuous bell followed by a pause for checking. There will then be a second continuous bell.

When the SECOND continuous bell sounds, teachers will escort their classes to the assembly area, ensuring windows are closed and appliances are off, before shutting their classroom, but not locking doors.

The priority is to evacuate the building to the nearest assembly area. Each room will have a sign indicating that area.

If in doubt, leave the building by the nearest exit. Teachers will line students up and maintain good order. Inform the fire marshal of any students unaccounted for.

If the alarm sounds during a break or out of hours, staff and students will evacuate the building by the nearest fire exit and await instructions from the site team or emergency services.

No one should re-enter the building without verbal instructions from the site team or fire marshals.

Out of hours: 3.10-8.25

- In the event of an alarm, close all windows and doors and switch off lights. Do not lock doors.
- Leave the building by the nearest exit.
- The site manager or ASM responsible will call the fire brigade.
- No one will re-enter the building until the verbal all-clear is given.

Procedures

- Fire alarms will be tested weekly by the site manager.
- Unannounced fire drills will be held once per term.

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