

“To be the best that we can be”



# Alcester Academy

## HEALTH & SAFETY POLICY

<b>Policy Status</b>			
<b>Policy Title</b>	<b>Health &amp; Safety Policy</b>		
Original Author	Maurice Davis	Created	11/2011
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Staff Responsibility	Site Manager & Business Manager		
Review Period	1 Year	Next Review	10/2019

# **Alcester Academy**

## **HEALTH AND SAFETY POLICY**

### **REVIEW PROCEDURES**

The Health and Safety Policy for Alcester Academy is to be reviewed annually by the Business Manager with notification being given to the full Governing Body on the results of the review.

If there any amendments required to be made to the policy as a result of a review, then these will have to be presented to the Governing Body for acceptance of the amendment.

The next review date of the Policy Document will be June 2019.

### **AMENDMENTS**

Amendments are to be introduced on the approval of the Governors Finance & Audit Committee. The Governing Body is to be advised on the nature of any amendments.

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# **Alcester Academy**

## **HEALTH AND SAFETY POLICY**

### **DISTRIBUTION OF COPIES**

Master Copy	Business Manager
Copy One	Staff Room – all staff
Copy Two	School Website
Copy Three	Administration Office for viewing by Visitors, Contractors & Parents

## HEALTH AND SAFETY POLICY

### STATEMENT OF INTENT

<b>ACADEMY NAME</b>	<b>Alcester Academy</b>
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The Governing Body believes that ensuring the health and safety of staff, pupils and visitors is essential to the success of the academy.

We are committed to:

- a. Preventing accidents and work related ill health.
- b. Compliance with statutory requirements as a minimum.
- c. Assessing and controlling risks from curriculum and non-curriculum work activities.
- d. Providing a safe and healthy working and learning environment.
- e. Ensuring safe working methods and providing safe working equipment.
- f. Providing effective information, instruction and training.
- g. Consulting with employees and their representatives on health and safety matters.
- h. Monitoring and reviewing our systems and prevention measures to ensure they are effective.
- i. Setting targets and objectives to develop a culture of continuous improvement.
- j. Ensuring adequate welfare facilities exist throughout the academy.
- k. Ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable.
- l. Trade Union Safety Representatives play a valuable role and the Governing Body recognises the mutual benefits that will arise from supporting their work.

A Health and Safety Management System will be created to ensure the above commitments can be met. All Governors, staff and pupils will play their part in its implementation.

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_  
(Chair of Governors)

**Date:**

## **ORGANISATION**

### **1.0 INTRODUCTION**

In order to achieve compliance with the Governing Body's Statement of Intent the Academy's management team will have additional responsibilities assigned to them as detailed in this part of the Policy.

An organisational chart for H&S Management is attached at the end of this Policy.

### **1.1 THE GOVERNING BODY**

The Governing Body has the responsibility to ensure that:

- a) A clear written policy statement is created which promotes the correct attitude towards safety in staff and pupils.
- b) Responsibilities for health, safety and welfare are allocated to specific people and that these persons are informed of these responsibilities.
- c) Persons have sufficient experience, knowledge and training to perform the tasks required of them.
- d) Clear procedures are created which assess the risk from hazards and produce safe systems of work.
- e) Sufficient funds are set aside with which to operate safe systems of work.
- f) Health and safety performance is measured both actively and reactively.
- g) The academy's health and safety policy and performance is reviewed annually.
- h) Any contracts awarded are tendered in accordance with Contract Standing Orders and EU Regulations.

### **1.2 THE HEADTEACHER (through internal delegation)**

The Headteacher supports the Governing Body by ensuring that:

- a) This Policy is communicated adequately to all relevant persons.
- b) Appropriate information on significant risks is given to visitors and contractors
- c) Appropriate consultation arrangements are in place for staff and their Trade Union representatives.
- d) All staff are provided with adequate information, instruction and training on health and safety issues.
- e) Risk assessments of the premises and working practices are undertaken.
- f) Safe systems of work are in place as identified from risk assessments.

- g) Emergency procedures are in place.
- h) Machinery and equipment is inspected and tested to ensure it remains in a safe condition.
- i) Records are kept of all relevant health and safety activities e.g. assessments, inspections, accidents, etc.
- j) Arrangements are in place to inspect the premises and monitor performance.
- k) Accidents are investigated and any remedial actions required are taken or requested.
- l) The activities of contractors are adequately monitored and controlled.
- m) A report to the Governing Body on the health and safety performance of the academy is completed annually.

### **1.3 TEACHING/NON-TEACHING STAFF HOLDING POSTS/POSITIONS OF SPECIAL RESPONSIBILITY**

This includes the Senior Leadership Team, Middle Managers and any other staff who have supervisory responsibilities. They must:

- a) Apply the academy's Health and Safety Policy 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.
- b) Develop policies and procedures which identify the key risks in their areas of responsibility and the organisation and arrangements for managing those risks.
- c) Carry out regular health and safety risk assessments of the activities for which they are responsible .
- d) Ensure that all staff under their management are familiar with the health and safety procedures for their area of work.
- e) Resolve health, safety and welfare problems that members of staff refer to them, or refer to the line manager any problems to which they cannot achieve a satisfactory solution within the resources available to them.
- f) Carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required.
- g) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own health and safety.
- h) Ensure all accidents are investigated appropriately.
- i) Include health and safety in the annual report for the Headteacher.

## **1.4 SPECIAL OBLIGATIONS OF CLASS TEACHERS**

Class teachers are expected to:

- a) Exercise effective supervision of their pupils and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out.
- b) Follow the health and safety procedures applicable to their area of work.
- c) Give clear oral and written health and safety instructions and warnings to pupils as often as necessary.
- d) Ensure the use of personal protective equipment and guards are used where necessary.
- e) Make recommendations to their Head of Department on health and safety equipment and on additions or necessary improvements to plant, tools, equipment or machinery.
- f) Integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with National Curriculum requirements for safety education.
- g) Ensure that personal items of equipment (electrical or mechanical) or proprietary substances are not brought into the academy without prior authorisation.
- h) Report all accidents, defects and dangerous occurrences to the Business Manager.

## **1.5 ACADEMY HEALTH AND SAFETY REPRESENTATIVES**

- 1.51 The Governing Body and Headteacher recognise the role of Health and Safety Representatives appointed by a recognised trade union.
- 1.52 Health and safety representatives are entitled by law to investigate accidents and potential hazards, pursue employee complaints and carry out academy inspections within directed time wherever practicable.
- 1.53 They are also entitled to certain information, for example about accidents, and to paid time off to train for and carry out their health and safety functions. However, they are not part of the management structure and are not carrying out duties on behalf of the Headteacher or Governing Body.
- 1.54 Time off for training of safety representatives will be provided in accordance with negotiated agreements. Representatives will be given full access to the information on health and safety, which they have a right to have under the Health and Safety at Work Act 1974. They will also be given appropriate time and facilities to undertake the range of activities of a Safety Representative in order that they can play an effective role, any problems that need further action or a review of procedures.

## 1.6 OBLIGATIONS OF ALL EMPLOYEES

Apart from any specific responsibilities which may have been delegated to them, all employees must:

- a) Act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons.
- b) Observe all instructions on health and safety issued by the LA, Academy or any other person delegated to be responsible for a relevant aspect of health and safety.
- c) Act in accordance with any specific H&S training received.
- d) Report all accidents and near misses in accordance with current procedure.
- e) Co-operate with other persons to enable them to carry out their health and safety responsibilities.
- f) Inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger.
- g) Inform their Line Manager of any shortcomings they identify in the academy's health and safety arrangements.
- h) Exercise good standards of housekeeping and cleanliness.
- i) Know and apply the procedures in respect of fire, first aid and other emergencies.
- j) Co-operate with the appointed Trade Union Health and Safety Representative and the Enforcement Officers of the Health and Safety Executive.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchases are considered.

## 1.7 OBLIGATIONS OF CONTRACTORS

- 1.71 When the premises are used for purposes not under the direction of the Headteacher e.g. County Music Service, Connexions or Health Advisor, then, **subject to the explicit agreement of the Governing Body**, the principal person in charge of the activities will have responsibility for safe practices in the areas under their control.
- 1.72 All contractors who work on the premises are required to identify and control any risk arising from their activities and inform the Business Manager of any risks that may affect the academy staff, pupils and visitors.
- 1.73 All contractors must be aware of the academy health and safety policy and emergency procedures and comply with these at all times.
- 1.74 In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Business Manager (and others if referred) or their representative will take such actions as are necessary to protect the safety of academy staff, pupils and visitors.

## **1.8 PUPILS**

Pupils, in accordance with their age and aptitude, are expected to:

- a) Exercise personal responsibility for the health and safety of themselves and others.
- b) Observe standards of dress consistent with safety and/or hygiene.
- c) Observe all the health and safety rules of the academy and in particular the instructions of staff given in an emergency.
- d) Use and not wilfully misuse, neglect or interfere with things provided for their health and safety.

## **ARRANGEMENTS**

The arrangements and procedures laid down in this section of this Safety Policy have been devised in order to assist those responsible to meet their duties. The Health and Safety Handbook contains details of other arrangements, and is an extension to this part of our policy document.

### **2.1 HEALTH AND SAFETY DEFECTS REPORTING PROCEDURE**

The Governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Head teacher and that any necessary alterations to working practices and procedures are implemented.

- 2.1.1 Any member of the school staff who discovers any defect shall report this on the Site Team Help Desk
- 2.1.2 The Defect Report shall then be assessed by the Caretaker who is responsible for ensuring that the defect is acted on.
- 2.1.3 The person responsible will take the necessary steps to:
  - a) have the defect rectified, within a reasonable period of time, and record the details on the defect database.
  - b) remove the hazard or reduce the risk of injury to an acceptable level, pending corrective action. Including if necessary informing staff and pupils of the hazard and / or taking the equipment / area concerned out of use.
- 2.1.4 If the defect is likely to affect the 'normal' running of the school the Head Teacher shall inform the Governing Body.
- 2.1.5 Once the defect has been repaired / item taken back into use, the date that this occurs shall be entered on the Help Desk and the defect closed..
- 2.1.6 In order to monitor the action that has been taken and/or any delays in work being carried out, the defects' database shall be checked regularly by the Business manager and a report produced for the Leadership Team and relevant Governors' Sub-Committee at their regular meetings.

### **2.2 MONITORING ARRANGEMENTS**

- 2.2.1 The Governing Body recognise the importance of monitoring health, safety and security matters. Monitoring will be carried out in a number of ways:
  - (a) The Governors will call for annual reports on:
    - notifiable accidents/incidents
    - results of internal or external health and safety inspections
    - maintenance reports
    - complaints, hazards and defects reports
    - reviews of any procedures carried out by the Head Teacher and /or Business Manager.
- 2.2.2 To help this process, the Governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to Judicium, Inspectors of the Health and Safety Executive (HSE) and any other bona fide health and safety officials.

## **2.3 HEALTH AND SAFETY INFORMATION DISSEMINATION PROCEDURE**

Information and instructions on health and safety matters are available to teachers, non-teaching staff, pupils and visitors.

### **2.3.1 Staff**

- (a) All health & safety documentation is kept in or with the health and safety folders which are located in the Business Manager's office. These folders are readily available for staff for reference purposes at any time.

The only exception to this is where information is better kept at a subject area level e.g. Science and Technology. In this case staff involved shall be informed of its location and the information shall be kept on annex files. The master file will include a note on the content and location of annex files.

- (b) New documentation arriving will be copied. The original will be held on file and the copy circulated to appropriate staff. After circulation the document will be put in the health and safety folders referred to in (a) above.

### **2.3.2 Pupils**

It will be the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

### **2.3.3 Visitors / Contractors**

The Business Manager shall ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site).

## **2.4 ACCIDENT REPORTING AND MONITORING PROCEDURES.**

All **serious accidents** that occur on the site should be recorded on an Alcester Academy Accident form which can be obtained from the Learning Support Unit (LSU).

Forms need to be completed by the member of staff on the scene or the attending First Aider (or combination). Forms must be completed as soon as possible on the same day, and immediately for serious injury. The accident form should then be returned to LSU who will pass it to the Business Manager to be checked, signed and for any implications to be considered. If the accident is serious Senior Management should also be made aware and immediate action taken to ensure the location/equipment of the accident is still safe to use. Necessary action should be taken, and where possible details recorded for an accident investigation. If members of the public are involved names and addresses should be taken (including any witnesses). Forms will then be processed by LSU and sent to the HSE only if reportable under RIDDOR. The remainder should be kept on file.

All **minor accidents** requiring the attendance of a first aider should be recorded in the minor accident log. Parents/guardians or other persons will be notified of the accident.

## **2.5 FIRST AID**

The school will endeavour to maintain first aid cover in line with the HSE recommendation of 1% of the workforce. Any member of staff can volunteer to receive training and support the first aid team on a day to day basis. Two levels of qualification are available locally and need updating every three years.

First Aiders' primary role is to provide triage (assessment) and be able to decide what action, if any, is appropriate. Such action may involve administering treatment, contacting home with or without a recommendation that a doctor be consulted (GP or A&E) or sending for an ambulance.

### Legal Liability.

A person who administers First Aid should take reasonable care while doing so. If the person acts responsibly, to the best of their ability, and in accordance with training received, then that person would not incur any personal liability. Any person volunteering to administer first aid will be covered and indemnified under the Academy's Public Liability Insurance Policy.

### **Accident Report Forms**

These should be filled in for the more serious accidents and can be obtained from LSU. Forms need to be completed as soon as possible by the member of staff on the scene or by the attending First Aider (or combination). Accidents must be reported on the same day, and immediately for serious injury. The accident form should then be returned to LSU who will pass it to the Business Manager to be checked, signed and for any implications to be considered.

### **First Aid Facilities & Equipment**

First Aid boxes are located in strategic parts of the school (see below) and staff should be familiar with their location in their working area. These boxes are maintained monthly by the nominated responsible person. A First Aid kit is provided in the school minibus. A first aid kit should be available during a school trip. The contents of the kit should be appropriate for the nature of the trip and take account of any participants with special needs.

N.B. Seek advice before including any additional items in a standard school first aid kit

#### **Locations of First Aid Kits:**

LSU	Conference Room lobby	Main Office/Reception
English Office (E3/E4)	Staff Room lobby	PE Office (adj Gym)
Technology (food)	Minibus	Science Prep Room
T1 Technology	Technology (textiles)	Art

Kitchen (maintained by Caterers)

### **Illness**

Pupils who are taken ill on the school premises should report immediately to a member of staff. This should routinely be their tutor or LSU. The tutor will assess what action to take with regards to continuing lessons or being referred to a first aider or making contact with parents. Pupils are instructed **NOT** to leave the school premises to go home when feeling ill unless permission is given.

## **2.6 MEDICATION**

### **Short Term Medical Needs**

Many pupils will need to take medication (or be given it) at school at some time during their school life. Usually this will be for a short period only; to finish a course of antibiotics or apply a lotion. Medication can be brought to school under these circumstances where absolutely necessary. Pupils requiring medication at school will need to bring written authority from their parent/guardian (Medication Permission Form). Medication will normally be lodged with, kept securely by and made available from LSU.

### **Non-Prescription Medication**

School staff should generally not give non-prescription medication to pupils, including analgesics (aspirin, paracetamol etc). If a pupil suffers regularly from acute pain requires such medication parents should supply and authorise appropriate pain killers for their child's use with written instructions about when the child should take the medication. Such medication will be lodged with, kept securely by and made available from LSU. A member of staff should supervise the pupil taking the medication. Parents will be notified in writing when a student is frequently using medication.

Medication will routinely be held in LSU but in certain cases pupils can carry their own. Written parental authority is required if this is deemed advisable (Medication permission Form)

Pupils must have access to their medicine when required, accepting the specific conditions outlined above. This is particularly the case for pupils with asthma or anaphylaxis.

Teachers' conditions of employment do not include giving medication or supervising a pupil taking it, although staff may volunteer to do this. Any member of staff who agrees to accept responsibility for administering prescribed medication to a pupil should have proper training and guidance, the nature of which will depend on the individual case.

### **Administering Medication**

No pupil under 16 should be given medication without his or her parent's consent. Any member of staff administering or supervising the administration of medicine to a pupil should check:

- The pupil's name.
- Written instructions provided by parents or doctor.
- Name of medication
- Prescribed dose.
- Method of administration.
- Time and frequency of administration.
- Expiry date.
- Possible side effects.

Some staff have been trained to administer adrenaline via an epi-pen to pupils suffering from anaphylaxis. Untrained staff should not attempt this procedure. All First Aid staff are encouraged to have completed this training.

Staff supervising a pupils' self-administration of medication, routinely in LSU, need no formal training, but LSU staff should have been briefed by a health professional.

If there is any doubt about any of the procedures the member of staff should check with the parents or a health professional before taking further action.

Staff are required to record and sign details of any medication administered. Whenever possible the dosage and administration should be witnessed (and signed and dated) by a second adult.

### **Storage of Medication**

All medication held by the school for pupils' needs during the school day will be kept in a locked cabinet in LSU which itself is locked when unsupervised.

## **2.7 SMOKING**

The school has a no-smoking policy and as such there should be no smoking in the buildings and school grounds at any time.

There are no differences for lettings.

## **2.8 STRESS / WELFARE**

No separate school policy exists. Please refer to Judicium's stress policy.

The following objectives will therefore be pursued:

- (i) Minimising stress by seeking to reduce hazards to health and safety and unreasonable pressures to which employees are exposed.
- (ii) Management recognition and appropriate timely reaction to deal with stress as it arises.
- (iii) Rehabilitation by offering enhanced support, including counselling, to help staff cope with and recover from stress related conditions which already exist.

### **2.8.1 Expectant Mothers/Nursing mothers**

Expectant mothers are encouraged to report their pregnancy as soon as possible. A risk assessment will be completed and reviewed frequently. A risk assessment will also be carried out on their return to work following the birth of the child.

## **2.9 FIRE PRECAUTIONS**

All personnel, working in the school, should acquaint themselves thoroughly with all aspects of the arrangements for clearing the buildings in the event of a continuous ringing of the Alarm Bell. The Health and Safety at Work Act demands that we should exercise these precautions once a term. The Business Manager is responsible for all arrangements.

A copy of the fire regulations will be displayed in every room in the school that is likely to accommodate staff and/or pupils for any length of time. Staff are required to familiarise themselves with exit routes and the assembly point.

### **Fire Drill**

#### **Classroom Procedure When Alarm Rings**

1. Pupils should return to their seats where applicable – stand behind their chair which should be pushed under the table.
2. Pupils stand still to await teacher instruction.
3. The teacher should stand at the door, switch off lights and unplug appliances where possible.
4. The teacher should be the first to leave the room ensuring that the pupils leave the room in an orderly manner following the route allocated for that particular room. No large kit bags may be taken out as they may impede orderly evacuation, especially through single doors. Purses and small handbags may be taken. The teacher should request that the last pupil closes the door on exit. No doors should not be locked as this will impede access by the sweepers or Fire Brigade.
5. The teacher should maintain visual contact with the back of the line until the Assembly Point (Main Playground) is reached.
6. At the Assembly Point, pupils should line up in their Tutor groups in single file in register order. They should remain in that order, whilst a register is called and await further instructions.

## PUPILS MUST NOT WANDER FROM THESE GROUPS

### **Alarm**

THE FOLLOWING PROCEDURE SHALL BE OBSERVED STRICTLY AT ANY TIME WHEN THE CONTINUOUS RINGING OF THE SCHOOL BELL IS HEARD OR THE CONTINUOUS RINGING OF A HANDBELL

**Pupils and Teaching Staff** – All pupils and teachers in charge of classes shall follow the procedures laid down in Fire Drill and proceed to the Assembly Point on the main playground, in an orderly fashion at a normal walking pace.

Teachers not in charge of classes, together with Teaching Assistants and support staff shall proceed to the Assembly Point aiding with the supervision and the evacuation of pupils from the buildings, especially at stairs and bottle necks.

On arrival at the Assembly Point:-

**Pupils** should line up in single file in register order on a pre-determined mark.

**Tutors** should collect their register from the appropriate Senior Manager at the Assembly Point, where they should:-

1. Call the register.
2. Report immediately to the Senior Manager, the name of any pupil who is marked present in the register but who has not assembled at point Y (excepting No 2 above).
3. Stay with their group, keep order and do not allow the group to wander.

**Senior Manager** shall:-

1. Assist with issue of registers at the Assembly Point.
2. Check **late book, signing out book and people not on site list** for names of pupils who may cause the registers to be inaccurate.
3. Take up a position adjacent to appropriate Tutor group(s) and await report of 'absent' pupils from House tutors.
4. As soon as all group tutors have reported, collect registers and report immediately to the Business Manager.
5. If the Tutor or substitute is not present, the Deputy Head teacher should call the register.

**The Caretaker** (or the assistant caretaker when he is not on duty) shall:-

1. Unlock both sets of double vehicular gates allowing access and exit to and from the Assembly Point.
2. Ensure emergency vehicles have unhindered access to site.
3. Await the appropriate emergency service and liaise/support if applicable.

### **The Business Manager**

(or the Office Manager when the Business Manager is not present) shall:-

1. Carry out the overall head count for the school.

### **The Caretaker/Health & Safety Officer**

(or the Head Teacher/Deputy Head Teacher when he is not present) shall:-

1. Identify from the control box opposite the Office, which Zone is at risk.
2. Locate the activated control point in the Zone at risk.
3. Establish whether alarm is false or real.
4. **If real – telephone the Emergency services.**
5. Perform a sweep of the buildings.

### **The D & T Technician**

(or the Head/Deputy when he is not present) shall:-

1. Silence the bell on instruction from Fire Officer.
2. Perform a sweep of the buildings.
3. Replace Fire Glass if applicable.  
(Replacement glasses in fire control box and main switch room).

### **The Office Manager, Office Staff, LSU**

shall, on hearing the continuous alarm:

1. Collect the following
  - All Tutor Registers – **Fire box**
  - Trips list – **Fire box**
  - Staff Register, timetables and attendance times for part-timers and ancillaries (including Supply Cover). – **Fire box**
  - Late Book – LSU
  - Student not on site list – LSU
  - Students gone home list – LSU
  - Staff Signing out book - **Reception**
  - Visitors' Book - **Reception.**
  - Contractors' Book – **Reception.**
  - Fluorescent jackets (X3) – **Fire Box**
  - Whistles (X3) – **Fire Box**
2. Go immediately to the Assembly Point.
3. Issue House Registers to Senior Leaders who act as Head of Houses.
4. Issue Tutors with names of pupils arriving late i.e. after 9.30 a.m.
5. Register **ALL** teaching staff, non-teaching staff, visitors & contractors.
6. Office staff report immediately to the Business Manager.
7. Business Manager gives instructions to the Kitchen Staff.

### **All Non Permanent Teaching Staff, Visitors & Contractors**

(e.g. peripatetic music teachers, supply teachers, volunteers, visitors & contractors should:-

Go directly to Assembly Point and report to the Office Staff.

### **Kitchen Staff, including Till Operators**

Assemble at the Assembly Point. The person in charge shall ensure that all personnel are safe and then report immediately to the Office Staff at the Assembly Point. The remainder of the staff shall not re-enter the building until her return with instructions from the Business Manager.

All personnel should wait quietly until the Business Manager (or a member of the Leadership Team) informs/instructs the assembled group before giving the direction for the following **ORDERLY RE-ENTRY TO THE SCHOOL.**

1. All staff who were **teaching at the time when the alarm bell rang** shall lead the pupils to the rooms in which they were teaching.
2. Staff **not teaching** at the time when the alarm bell rang shall remain at the Assembly Point and assist with the orderly re-entry of pupils into school. This includes supervision of toilets and stairwells.
3. Normal school should resume as soon as possible

## **General Notes**

1. No person other than the Headteacher, Deputy, Business Manager, D & T Technician or Caretaker should be within 10 metres of any part of the building.
2. In the case of Tutor(s) being absent, the substitute member of staff who has been designated to mark the register should assume the role of Tutor.
3. ALL windows and doors should be closed where possible before leaving the building.
4. ALL personnel should move throughout in a calm, orderly manner. There should be NO RUNNING at any stage.
5. Staff should ensure they report to the individuals assigned to performing the roll calls. These individuals will be wearing fluorescent jackets. Generally staff are responsible for any visitor that may be in school in their care (i.e. visiting speaker, parent, LA adviser etc.).
6. Supervising staff should follow the designated evacuation route. However, bottlenecks may occur when maximum numbers leave certain areas at certain times, or routes may be blocked by fire, etc.
7. For a Bomb Threat, the school will follow the procedure laid down for a Fire evacuation.

## **Testing, Monitoring, Servicing & Documentation**

1. Fire Alarm System is serviced annually by an Academy Approved Contractor (currently Diamond Fire). The system is tested weekly by the Business Manager and Caretaker. Fire call points are tested on a rolling programme. The school's Business Manager has oversight of the system. All events, be it testing, activation or servicing, are recorded in the Log Book which is kept with the Business Manager.
2. Fire Extinguishers are serviced annually by an Academy Approved Contractor. Extinguishers are visually checked on a regular basis to ensure seals are intact, covers in place and securely installed. Any found defective are removed and replaced. Service events are recorded in the Log Book which is kept with the Business Manager.
3. Emergency Lighting System is tested annually by an Academy Approved Contractor. The system is checked monthly by the Caretaker. Testing events are recorded in the Log Book which is kept with the Business Manager.

## **Training**

1. There will be ONE emergency evacuation of the school per term i.e. 'FIRE DRILL'.
2. The Senior Leaders, in conjunction with the school the Business Manager, may wish to organise additional emergency evacuations to re-enforce the procedure.

## **2.10 ELECTRICITY AT WORK**

### **PAT Testing**

All school portable appliances will be tested in accordance with IEE Code of Practice. PAT testing will be carried out by any qualified competent person.

All portable appliances, not owned by the school, brought on to the premises must have been PAT tested (and bear evidence of such) or be PAT tested by the school before use.

Potential letting organisations will be informed of the school PAT requirements and the Business Manager will liaise with such organisations if they wish their equipment to be tested by the school.

PAT registers will be held by the relevant Technicians.

All appliances that fail will be repaired where practical or tagged as “defective – do not use”, removed from use or disposed of. All appliances, once repaired, will need to be re-tested.

### **Hard-wired Equipment.**

Hard wired equipment will be tested every four years.

### **Stage Lighting.**

Portable lighting units are to be treated as any other electrical appliance and will be tested accordingly.

Fixed stage lighting control equipment will be tested annually by electrical contractors as required for the Entertainments Licence.

## **2.11 C.O.S.H.H (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)**

- All substances labelled with an orange decal indicating one of the following:  
Toxic Harmful/Irritant Corrosive Flammable Oxidising  
Explosive Dangerous to the Environment  
should be considered a COSHH material.
- Hazardous substances should be substituted by less hazardous products wherever possible.
- All COSHH materials should have a Material Safety Data Sheet (PARS) available.
- Heads of Department are responsible for maintaining their Departmental COSHH file.
- Departmental COSHH files should be kept within the department.
- Risk Assessments should be completed when COSHH materials are being used.

## **2.12 ACCESS EQUIPMENT**

### **Storage of Access Equipment**

#### Scaffold Tower

The school’s own SGB Boss tower is routinely stored in Boiler House No. 2.

#### Ladders

Ladders are routinely stored in a safe place.

#### Step Ladders

Step Ladders are stored in various parts of the school in rooms secure from pupils.

#### Elephant Stools

Elephant Stools are stored in various parts of the school in rooms secure from pupils.

### **Inspection of Access Equipment**

All access equipment is inspected annually by Academy Staff. Tested and approved equipment will display a current inspection label. Equipment which does not display a current inspection label must not be used and reported to the Business Manager. Staff should visually inspect the equipment prior to use. Any defects noted should be reported to the Caretaker via the Site Team Help Desk and the equipment taken out of use. Tower scaffolding should be inspected by competent staff (see below) in accordance with PASMA guidance.

## **Training**

### **Scaffold Tower:**

Only suitably trained staff can erect, use and dismantle the tower scaffolding. Staff currently qualified (PASMA) are:-

**Nicky Pangilinan**

**Simon Kirby**

### **Ladders**

Only competent staff can use ladders.

### **Requirements for use of access equipment**

#### **General:**

- A) Appropriate equipment for the task in terms of type and size.
- B) Readily available.
- C) Stored safely and securely to ensure it is kept in good order.
- D) Operator always checks condition before use.
- E) Manufacturer's guidelines on use are followed.
- F) Appropriate PPE is used, particularly with reference to Tower Scaffold.
- G) No one working alone must work at height.

### **Scaffold Tower:**

- A) Only suitable training staff can erect, use and dismantle the equipment (see above).
- B) Manufacturer's and PASMA guidelines should be followed.
- C) A risk assessment should be carried out prior to use.

### **Ladders:**

- A) A risk assessment should be carried out prior to use.
- B) Work must be of low risk and for a short duration i.e. 30 minutes or less.
- C) Use daily if more suitable equipment cannot be used due to physical constraints of the location.
- D) Operator must be deemed to be a competent user, preferably through appropriate training.
- E) Suitable footwear and clothing must be worn. PPE such as hard hat and safety boots, if above 2 metres.

### **Step Ladders:**

- A) A risk assessment should be carried out prior to use.
- B) Suitable footwear and clothing must be worn. PPE such as hard hat and safety boots, if above 2 metres.

### **Elephant Stools:**

- A) Only to be used to gain an additional 400mm in height.
- B) Manufacturer's guidelines on use are followed.

## Lifting Equipment

### **Fall Arrest Equipment:**

This safety system is available for accessing the roof in Music and the New Teaching Block. Staff intending to use this equipment must have received appropriate training. The equipment must be inspected annually, or more frequently, by an approved contractor.

### **Platform Lifts:**

These lift facilities are primarily available for disabled access. Staff intending to use this equipment must have received appropriate training. The equipment must be serviced annually, or more frequently, by an approved contractor.

### **Schindler Lift:**

This lift facility is primarily available for disabled access. Staff intending to use this equipment must have received appropriate training. The equipment must be serviced annually, or more frequently, by an approved contractor.

## **2.13 RISK ASSESSMENTS**

- All members of staff should be aware of the need to risk assess all foreseeable hazards.
- It is the responsibility of Heads of Department to ensure that risk assessments are completed, shared and copies provided for the Business Manager.
- Judicium H &S advisor will provide support and guidance in carrying out risk assessments.
- Risk Assessments should be kept departmentally with electronic copies sent to the Business Manager.
- Risk Assessments should be reviewed when appropriate but annually as a minimum.
- A risk assessment should be carried out for expectant mothers, whether pupils or staff, as soon as a pregnancy is notified. Such risk assessments will need to be reviewed frequently. (see 3.82)
- A risk assessment should be carried out for all off-site visits.

## **2.14 MANUAL HANDLING**

The Caretaker, Assistant Caretaker, DT Technician and IT staff carry out regular manual handling activities.

They have received training in the safe methods of doing so.

## **2.15 EDUCATIONAL VISITS / OFF SITE ACTIVITIES**

- Staff considering an educational visit/off site activity should involve the school's Educational Visit's Co-ordinator (EVC) at an early stage.
- Staff considering an educational visit/off site activity should complete the pro-forma "Request for trips or visits of any duration involving pupils" (obtainable from LSU). This form is to request initial permission and should be returned by the Group Leader to LSU. No firm bookings or contractual arrangements should have been made at this stage.
- When initial permission has been granted, a **School Visit Pack** (whether for one day or more than one day), together with a **Planning & Authorisation Check List Pack** should be collected from LSU. The requirements of each visit will be assessed by the EVC but based upon the LA guidance relevant to the 3 risk categories of trips (see School Visit Pack). All visits will require a risk assessment to be completed in advance.

## **2.16 MINIBUSES**

### **(a) Eligible Drivers**

The School Minibus, when used to transport pupils, can be driven by any member of staff provided:-

1. They are over 25 and under 65 years of age (special dispensation possible for 21+).
2. They have at least 3 years driving experience.
3. They hold a current driving licence D.
4. They have reported any endorsements to the Business Manager and written permission to continue driving obtained from the Head Teacher.
5. They have successfully completed the MIDAS drivers' test.
6. They are prepared to submit their driving licence to be checked whenever necessary.
7. They are in good health and are physically capable of satisfactorily carrying out the duties for which the vehicle is to be used.
8. When making long journeys, it is advisable to have two drivers on board.

The School Minibus, when not being used to transport pupils, can be driven by any member of staff who conforms to the above requirements but need not have completed the MIDAS drivers' test.

### **(b) Minibus Maintenance, Servicing and Testing.**

A safety check (itemised on the log sheet) will be completed by the driver before the vehicle is used.

Vehicle defects will be reported by the driver to the Caretaker a.s.a.p. and noted on the log sheet.

Vehicle will be routinely serviced by an approved garage in accordance with the manufacturers code.

Vehicle will be DOT-MOT tested annually.

### **(c) In the case of emergency**

The emergency procedure should the bus break down or be involved in an accident will be kept in the glove compartment.

### **(d) Time limits on driving.**

All drivers must be familiar with and adhere to regulations regarding Daily Rest, Weekly rest, Maximum Total Daily Driving Time and Maximum Period of Driving and Minimum Breaks.

### **(e.) Rules to remember**

Report any faults to the Caretaker and document on the log sheet.

## **2.17 WORK EXPERIENCE STUDENTS**

A Health & Safety Induction will be carried out by the SLT leader responsible for Health & Safety and, where subject specific information is required, the Head of Department. The induction will be recorded.

A risk assessment should be carried out by the supervising Head of Department.

Students should be closely supervised at all times by department staff.

## **2.18 PE EQUIPMENT**

P.E. Equipment will be inspected annually by an Academy Approved Contractor.

BAALPE guidance on the safe use of P.E. equipment is followed (copy in P.E. Dept Office). Only P.E. trained staff will use such equipment.

## **2.19 KILN**

The Art Department's kiln should only be operated by a member of Department's teaching staff who has been suitably trained. Instructions for its use have been posted by the Unit in the Kiln Room.

A risk assessment of kiln operations has been completed by the Art Department.

The kiln should be visually inspected by the operator prior to each firing.

The kiln should be serviced and inspected by an approved contractor.

The kiln room should be kept locked and free from combustible materials at all times.

Emergency Procedures include:

- a fire call point located immediately outside the kiln room.
- smoke detectors installed in corridor immediately outside the Pottery Studio.
- CO2 fire extinguisher sited immediately outside the kiln room.
- Whole school emergency evacuation plan in place.

## **2.20 SPORTS PITCHES / PLAYING FIELDS**

The grounds, including the sports pitches/playing fields will be maintained by an approved contractor, currently Fairways.

P.E. Staff will routinely inspect sports pitches before use.

Neighbours and visitors are discouraged from allowing domestic animals to access any of the school grounds.

## **2.21 CONTRACTORS & VISITORS**

**Refer to Judicium Policy - The Safe Management of Contractors (and dealing with issues relating to asbestos)**

- Contractors and Visitors are required to enter the school via the main reception entrance which is controlled with a security code lock and needs to be released by the main office receptionist when entry is requested by a buzzer.
- Contractors are required to sign in and provide details of their company, vehicle reg. and acknowledge by signing to say that they have read the Health & Safety information provided, (including issues relating to asbestos).
- Visitors are required to sign in and provide details of their company (if appropriate), who they are visiting and vehicle registration.
- Contractors and Visitors will be issued with an ID badge which should be worn whilst on site.
- All Contractors and Visitors must sign out and return their ID badge when they leave the site.
- The Business Manager and/or Caretaker should be alerted when a Contractor arrives on site.
- Risk Assessments and Method Statements are received from Contractors prior to the commencement of work.
- The asbestos report is shown to all contractors who are likely to carry out intrusive work.
- A type 3 asbestos survey will be carried out prior to any intrusive work being undertaken.
- All contractors must carry Public Liability Insurance to the tune of at least £5 million.

## **2.22 DISPLAY SCREEN EQUIPMENT (DSE)**

Display Screen Equipment risk assessments will be carried out for all staff deemed to be “users” under the Regulations. This will include all office-based staff working in the General Office, LSU, Reprographics together with the Business Manager and members of the Leadership Team.

Instruction and training of staff members in the safe use of the DSE will be undertaken as and when deemed necessary.

## **2.23 STAFF TRANSPORTING PUPILS IN THEIR OWN VEHICLES**

Staff are not specifically required to transport young people in their own vehicles, unless it is part of their job description or they have indicated a willingness to do so. The use of professional drivers should always be considered as a preferred option. These guidelines also apply to staff that are involved with transporting young people to offsite activities including sports events, performing arts, field trips etc.

### Items of particular note:

Staff will be required to submit their driving licence, vehicle & specific insurance documentation.

The vehicle must be roadworthy and have a valid tax disc.

For longer journeys (over 20miles) Line Manager needs to be involved and risk assessment completed.

Drivers should have at least 3 years previous driving experience.

Parental consent is required.

## **2.24 WATER HYGIENE MANAGEMENT**

Weekly: Showers are run and records maintained by the Caretaker.

Monthly: Specific Cold and Hot water outlets and Calorifiers are run and their temperature measured by the Caretaker. Records are kept in the Business Managers’ office.

3 Monthly: Shower heads are unscrewed and cleaned by an appointed contractor. Records are kept in the Business Managers’ office

Annually: Shower systems are serviced by an appointed contractor. All tests are recorded.

## **2.25 SECURITY**

### **2.25.1 Security of Premises**

The boundary of the school is to be kept in good repair.

External entries to the school, including windows and all external locks are to be kept in good repair.

Access to the roof is restricted. All ladders and stepladders are secured in stores.

The intruder alarm will be monitored regularly and any faults noted and reported.

The four double external front doors are locked at 09:15am each morning (Monday – Friday). This does not affect any fire evacuation routes.

The Caretaker and / or a designated responsible person will be charged with securing the school site when not in use. This will include checking all electric lights, windows, doors, closed areas for concealed persons left on the premises, the locking of all external and where required, internal doors and the activation of the intruder alarm.

All visitors during the working day will report to reception for identification and the issue of visitor's security badges. All visitors should be escorted to their destination.

Visitors or unknown persons on site not wearing identity badges should be challenged where appropriate and when it is perceived safe to do so. If there is any doubt about personal safety, a senior member of staff should be contacted and the police notified. Pupils should not challenge any unidentified visitor and in every case should notify a member of staff.

All outside lights will be maintained in good working order. Any defects will be notified and remedied as soon as possible.

Where required, PIR detectors for lighting will be fitted. This particularly applies to external entrances to the school.

In the event of the intruder alarm being triggered, the caretaker or designated responsible person will perform an investigation. In the event of a major breach in security, the Police will be notified

### **2.25.2 PERSONAL SECURITY AND LONE WORKING**

1. All staff are to take appropriate measures to ensure their personal security and that of those persons in their charge.
2. When working alone on school premises after normal working hours, staff are to notify the caretaker of their whereabouts and their proposed time of leaving.
3. On leaving they should notify the office or caretaker that they are leaving the premises.
4. During vacation periods, a sign in / sign out procedure is in operation.

### **2.25.3 PRECAUTIONS AGAINST THEFT**

1. Wherever possible valuable equipment such as computers, musical instruments, keyboards, VCRs, audio-visual and so on is to be kept locked in storerooms or other such secure locations.
2. Rooms in which valuable equipment is kept should be kept locked at all times when not in use.
3. Where fitted, blinds must be fully closed when the room containing valuable equipment is not in use.
4. The minimum equipment to be housed in outside classrooms. Wherever possible valuable equipment is to be removed from outside classrooms overnight and stored securely.
5. All valuable equipment is to be security marked by engraving, painting or ultra-violet marking or other system as deemed appropriate as the property of Alcester Academy.
6. The minimum amount of cash is to be held in the office safe overnight and never more than the insured amount.
7. Office and safe keys are to be removed from the premises overnight. These should be in the charge of a nominated responsible keyholder.
8. All cash should be counted out of direct sight of others and in the presence of another member of staff.

### **2.25.4 PERSONAL PROTECTION AGAINST THEFT**

Pupils should be discouraged from bringing valuable items of property such as Playstations, Gameboys, MP3/MP4 players, jewellery etc on the school premises. All valuables remain the responsibility of the pupil, not the school.

All members of staff and pupils should make every effort to secure personal property against theft.

Valuables belonging to staff or pupils should never be left unattended.

Staff and pupils should not carry large amounts of cash. Pupils should give cash or cheques for school trips or functions into LSU as soon as possible at the start of the school day. A receipt for such monies will be given to the pupil concerned at the time of collection.

Pupils and staff should store valuables in lockers or a secure area when not needed during the day.

Mobile phones may be brought on to the school premises but must remain switched off during the school day.

## **2.26 TOILETS**

There are separate staff and student toilets at the school providing adequate washing and toilet facilities. These facilities are cleaned daily during term time and after use during holiday periods. They are well ventilated and lit. They contain toilet paper and sanitary disposal facilities and have hot and cold running water and soap. All toilets have several wash hand basins and have a method for drying hands.

## ORGANISATION CHART FOR HEALTH & SAFETY

