

## HLT Health and Safety Policy

### Contents

Introduction.....	1
General Statement of Policy.....	2
Safety Organisation .....	2
The Management of Health and Safety.....	5
Accidents .....	5
First Aid Arrangements.....	6
Health Matters ( <i>Policy on Supporting Children with Medical Needs</i> ).....	7
Building and Site Maintenance .....	8
Maintenance and Testing of Equipment .....	8
Fire Safety and Emergencies.....	8
Safeguarding.....	9
Risk Assessment .....	9
Manual Handling .....	10
Display Screen Equipment .....	10
Machinery and Work Equipment .....	10
Educational Visits .....	10
Information and Training.....	10
Personal Protective Equipment (PPE).....	10
Subject Areas.....	11

### Introduction

The health and safety of both staff and students is of paramount importance to the Trust Board. Under the Local Management of Schools framework the Trust Board is responsible for health and safety in the school.

The Trust Board is the employer and has responsibility for the day to day running of the school and the management of the budget. The Executive Headteacher is responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school-related activities. The schools take out an agreement with Citation, an independent health and safety consultant, who provide specialist advice in relation to safety matters and many of the services requiring technical expertise.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

The Trust Board acknowledges its responsibilities and sets out its own policy and arrangements for health and safety.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff and regular updating of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome. In return, it offers the advantage of a clear and well organised safety management system, set out clearly for the benefit of everyone.

These detailed safety management arrangements play an essential part in Hadrian Learning Trust's approach to risk management to reduce the number of accidents and incidents as well as reducing the cost of litigation which impose an unacceptable budgetary burden.

## General Statement of Policy

The Trust Board recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

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

## Safety Organisation

Title	QEHS	HMS
Chair of Trust Board	Veryan Johnston	
Vice Chair	Sarah Kemp	
Trustee with Safety Responsibilities	Florrie Darling	
Executive Headteacher	Graeme Atkins	
Head of School	Neil Seaton	Liam Watters
Business Manager	Eleanor Simpson	
Site manager	Brendan Murphy	
Students and Support Assistant Headteacher / Pastoral Leads	Assistant Headteacher – Hattie Curry Yr9 Paul Main Yr10 Sarah Albert Yr11 Ian Vasey Yr12/13 Emerson Brown	Assistant Headteacher – Mark Stephenson KS2 Becky Liddle KS3 Duncan Scott
Educational Visit Coordinator (EVC)	Kirstie Royce	
First Aid co-ordinator	Eleanor Simpson	
Fire Co-ordinator	Brendan Murphy	
Subject Leads	Art – Amanda Shotton Science – Jenny Fraser Rebecca Fraser Business Studies – Lisa Conley Drama – Emily McDonald English – Heather Howard Geography – Rebecca Booth History – Leanne Hodgson	Science – Amy Gregory PE - Gayle Scott Art Amanda Shotton Music – Pete Seago Maths – James Forrester-Gray English – Rachael Wade

	IT – Oliver Williams Languages – Lindsey Bevan Maths – Jason Blair Music – Pete Seago PE – Gayle Scott PSHE – Andy Hedley Religious Studies – Dave Jones DT – Michael Wilde	
--	--	--

### Executive Headteacher

The Executive Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance in this task is provided through the delegation of specific duties to those staff who comprise the management team, such as Deputy Heads, Department Heads and the Site Manager, where appointed.

The Executive Headteacher, assisted by the management team, is required to:

- establish a structured system of safety management. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan
- monitor and review safety performance regularly, and identify future needs in order to aid the planning process
- implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all health and safety legislation
- provide regular reports on significant issues and general progress to the Trust Board
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

### The Heads of School/Deputy Headteachers

The School Senior Leadership Teams are assigned specific duties to assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

### Subject Coordinators

The Subject Coordinator is responsible to the Headteacher for the safe management of the subject and for implementing specific school health and safety procedures relating to the subject area.

The Subject Coordinator will identify clear short- and long-term priorities of the Department/Subject with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The Subject Coordinator will maintain a permanent file of safety publications and guidance issued by the local authority advisers, or any other relevant bodies or professional associations, relevant to the subject. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate. The Subject Coordinator will assist in the fostering of a positive safety culture within their subject area.

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

#### Assistant Headteacher (Student Standard and Support) and Pastoral Leads (PL)

The AH/ PL is responsible to the Executive Headteacher for the safe management of the Year Group(s), and for implementing all school procedures relating to health and safety.

The AH/PL will identify and clearly prioritise both the immediate and long term requirements of the Year Group, with regard to health and safety, and provide this information to the Executive Headteacher or Business Manager so that it maybe included in the normal budget planning arrangements.

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

The PL will assist in the fostering of a positive safety culture within their Year Group.

#### The Business Manager

The Business Manager assists the Headteacher in the role of Safety Coordinator to:

- Establish a structured system of safety management, in accordance with relevant guidance, comprising:
  - co-ordination of the school's Health and Safety Policy
  - the identification of safety requirements and objectives
  - the clear identification of priorities
  - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan
  - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process
  - Advise and report to the Health and Safety Management Group.
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with guidance
- provide regular reports on significant issues and general progress to the Trust Board.

#### Site Manager

The Site Manager is responsible to the Executive Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to caretaking staff.

#### All Staff

All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with their

managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Executive Headteacher, Subject Coordinator or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Inspectors of the Health and Safety Executive in their inspections and investigations.

Staff must report immediately to their line manager any:

- serious and immediate danger to health and safety, including any defects relating to facilities or equipment
- matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety
- accidents, incidents and hazards, ensuring that an accident report form is completed.

### The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted.

### Accidents

#### Accident Procedure

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the first aid person using the emergency mobile telephone contact number or school reception as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.
- Should an ambulance be required it is usually summoned from the main office or first aid mobile telephone. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible.
- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the SIMS. A request to collect their child to take home or to hospital should be made, as appropriate. Medical treatment or advice should not be delayed if parents or emergency contacts are not available.
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

### *Completion of the Accident Report Form)*

- The school's accident form should be used to record the more trivial incidents which are not recorded on form. It is important that treatment rendered by the first aider is recorded. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office.
- It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator or senior member of staff should check the completed forms and countersign them and should monitor records to identify accident trends.
- The accident form should be completed for all significant injuries and sent to the Citation who are HLT Health and Safety advisors. It is important that the member of staff supervising at the time of the accident records the details. The injured person should not complete the form. Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the form.

### *Accident Investigation*

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

A senior member of staff should undertake an investigation if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Adviser. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.

### *Reportable Injuries*

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

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

In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days.

**All notifiable incidents can be reported to the HSE via their on-line reporting**

**system. The HSE Call Centre number is 0845 300 9923.**

### *First Aid Arrangements*

- Eleanor Simpson, Business Manager, is the first aid coordinator. They should take on the responsibility for ensuring first aid boxes are replenished and ensuring that

certificates remain current.

- In High Schools at least two members of staff should be trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design & Technology) trained to at least the emergency aid for appointed persons level. The position should be monitored to take account of staff turnover.
- First aid boxes are located throughout the schools.
- The main first aid room is located in the Hydro building. There is also first aid provision at the HMS office.

A medical room is available; supervision of this facility must always be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible

The First Aiders are:

Carol Metcalfe
Gemma Brook
Gemma Rayner
Alison Henderson
Jen Scobie
Wendy Spalding
Ruby Westlake
Dawn Brotherton
Juliette Harle

#### Out of School Activities

All activities must receive prior approval by the Head Teacher. A member of staff accompanying students on visits abroad must have Emergency First Aid training.

#### Use of Mini-bus

A procedure is in place for conducting basic safety checks to the minibus. A first aid box is held on the mini bus and is maintained to the minimum level required.

Prior to each journey a Driver Checklist List will be issued. A Passenger List should be passed to the Office prior to leaving and a copy should be retained by the driver. The checklist includes basic checks before and after the journey.

All mini-bus drivers will receive MIDAS training.

#### Letting of Premises

A lettings checklist requires individuals, organisations, clubs and groups to identify the first aid provision in place if not provided by the school.

#### Health Matters (*Policy on Supporting Children with Medical Needs*)

- The means of identifying students' medical needs should be established:
  - in the school's prospectus
  - by writing letters to parents
  - on intake forms which require parents to identify medical needs.
- Staff should only administer prescribed medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.

- Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office. All medication should be received in the original container with prescriber's instructions. The following information must be included:
  - Name of Child
  - The name and dose of medication
  - The frequency of administration.

Where medication needs to be stored below room temperature – this will be stored in the fridge in the MI Room and locked at all times.

- Medication should be suitably labelled with details of name and dosage.
- All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Medical Service.
- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy via the School Medical Service.
- The school does not administer non-prescribed medicines such as paracetamol.

#### Building and Site Maintenance

- The Executive Headteacher is in charge of the maintenance of the school site and its buildings.
- The Site Manager has a responsibility for the reporting of building/site defects to the SLT.

The Site Manager is responsible for liaison with contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance.

#### Maintenance and Testing of Equipment

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

- internal school procedures are established and followed
- liaison with contractors takes place
- full records relating to statutory testing are maintained. These will include:
  - Annual safety tests of 240v portable electrical appliances
  - 5 yearly fixed wiring inspection
  - Weekly testing of the fire alarm system
  - Water hygiene test.

RCD testing will also be carried out every half term and the results recorded.

#### Fire Safety and Emergencies

- The Head should ensure that the fire risk assessment is completed for each building. Several parties should be involved in the completion of this task.
- The Fire Coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests.
- Fire drills should take place each term:
  - Autumn Term – Walk Through with Staff and Students



- Spring Term – Practice Fire Drill
- Summer Term – Practice Fire Drill with blocked exit.
- The following arrangements for fire precautions should be in place to ensure that:
  - Flammable liquids are stored in a locked metal cupboard
  - Fire doors are always closed and never wedged open
  - Waste materials are collected daily and are stored until collection by the Council
  - Electrical equipment not in use is always isolated from the mains.

### Safeguarding

- All staff must wear their photograph identification badge at all times.
- Visitors to the School – during the school day visitors will report to either Reception. All staff receiving visitors on the site must ensure that:
  - Visitors sign in
  - Visitors wear visitor identification badge at all times
  - Where possible they escort or collect the visitor to and from office/venue
  - Visitors return the ID badge and sign out before leaving the premises
  - Contractors on site must wear, at all times, the appropriate visitor badge provided by the Site Manager during their induction. They must sign in and out at Reception.
- After the school day site staff will commence their locking up procedure.
- Security cameras are sited on the main entrances and throughout the school
- Restricted access in buildings after school hours. The locking of buildings procedure which follows the cleaning of premises will be conducted in a manner that allows all emergency evacuation routes for Community, Adult Learning and private lettings each evening to be accessible. Site staff will receive information on rooms used each evening from the school diaries.
- Vehicle movement on site is restricted during school hours.
- School buses use the designated bus park. A small number of taxis come on to the sites at the beginning and end of school day. Senior staff control all buses departing at the end of the school day. All staff involved with the supervision of students leaving by bus wear high visibility jackets.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the schools' single central registers.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

### Risk Assessment

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these should be adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as lesson plans or worksheets. Risk assessments should be indexed for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where hazard data is provided by CLEAPSS for Science chemicals). Risk

assessments should be completed for activities involving hazardous chemicals.

The Business Manager should co-ordinate and maintain the central record of all risk assessments that identifies the date the assessment was completed and the date for review. Subject Coordinators and responsible staff will be informed when the review is required.

### Display Screen Equipment

Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. Each school should have at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, were delegated to schools.

### Machinery and Work Equipment

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order, usually by a specialist contract via an SLA or other such contract.

### Educational Visits

All school trips are planned by a competent Party Leader. The details relating to the planning process are then entered into the Trusts EVOLVE system. These details are then checked by the appointed School Educational Visits Coordinator (EVC). The EVC must ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. All visits must then be approved by the Executive Headteacher.

In the case of Category 2 visits the school's submission is assessed by Citation H&S Advisor before final approval is made for the trip to go ahead. Trips must not proceed unless approval by the Executive Headteacher.

### Play Ground

The latest inspection report should be available and actions taken where appropriate.

### Information and Training

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget.

### Personal Protective Equipment (PPE)

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE is used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

### Subject

#### Areas

##### Science

- The Science department has a more specific Health and Safety Policy which is available from the Team Leader Science Technician.
- Safety information, in the form of **Hazcards**, is stored in the Preroom. Departmental lesson plans and practical booklets are also used. Specific safety rules for chemistry practical lessons must follow CLEAPPS guidelines.
- The Head of Chemistry is responsible for ensuring the implementation of safe practices and procedures. Teaching and support staff are responsible for applying these practices and procedures during the preparation stage, lessons and clearing up.
- The Head of Science will liaise with the Site Manager and Team Leader Science Technician on all the required maintenance, safety testing and inspections. The log of this information is maintained by the Site Manager.
- Protective Equipment including lab spectacles, goggles and gloves are available in all chemistry labs for students.
- All science labs have a first aid box with at least the minimum required level of items required.

##### Design Technology

- Safety information including health and safety guidance, COSHH and risk assessments is held on file in D6 Technology Office.
- The Head of Design Technology is responsible for ensuring the implementation of safe practices and procedures. Teaching and support staff are responsible for applying these practices and procedures during the preparation stage, lessons and clearing up.
- Design and Technology Association (DATA) accreditation for workshop safety is advised for all staff in the technology department.
- Workshop equipment maintenance records are stored in the

technology office . Safety equipment when required is available to all students.

- First aid boxes are located in all design technology rooms.

### **ICT**

- All staff and students are inducted and then receive further training during the course of the academic year on e-safety. An Acceptable User Policy is signed by all students via the student planner, parents via a proforma issued with the Parent Guide at Year 9 and staff.
- All equipment is Portable Appliance Tested (PAT) each year by site staff. A record of this test is displayed on each piece of equipment (Green Sticker) and a log is kept by Site Manager.
- All equipment, where appropriate, is maintained by the ICT support staff. A log of all maintenance is kept by the Network Manager.

### **Geography**

- Field work off site and in school grounds involving staff and students follows the educational visits system, EVOLVE.

### **Art**

- Safety information is detailed in schemes of work. Safety data sheets are produced and risk assessments are conducted for all practical lessons.

### **Music**

- Special safety rules – students observe all safety rules set out by staff when using equipment (mainly instruments or computers). Some heavy lifting takes place on the run up to concerts. This should be done by site staff.
- Maintenance of equipment is conducted, where appropriate, by the Multi Media Technician or external contractor.

### **Drama and Dance**

- Safety information is filed in departmental office.
- Students observe all safety rules set out by staff when using equipment e.g. staging and props.
- Some heavy lifting takes place when preparing for concerts and performances. This should be done by site staff. Staff may not work at height unless they have had the required training e.g. hanging stage lights. A number of staff are Emergency First Aid trained for times when rehearsals take place at weekends as well as visits and trips.
- For performances for both school and public the HoD will liaise with the Site Manager and the Multimedia Technician. A risk assessment is carried out for each public performance and the Senior Staff on duty ensures that all the requirements are followed.
- Where appropriate the Multimedia Technician will advise the HoD with regard to equipment maintenance. All lighting and equipment is Portable Appliance Tested (PAT) as part of the whole school testing programme.