



HEALTH & SAFETY AT WORK ACT 1974

HEALTH & SAFETY POLICY STATEMENT

Dormers Wells High School

**Maths & Computing Specialist
College
& Leading Edge School**

Reviewed September 2014

Sub Committee: Whole School and Community

Date Approved:

Contents

General Statement of Intent	3
Allocation of Functions & Responsibilities	4
First Aiders	6

General Arrangements

1. Management of Health & Safety	8
2. Accidents, Incidents & First Aid	8
3. Animals	9
4. Body fluids	9
5. Communicable diseases	9
6. Contractors Working on Site	10
7. Drugs Awareness	10
8. Educational Visits/Out of School Activities	10
9. Electricity at Work	10
10. Fire Arrangements	11
11. Food Hygiene	12
12. Control of Substances Hazardous to Health	12
13. Housekeeping & Premises	12
14. Hygiene & Medication	14
15. Intruders on site	14
16. Letting of Premises	14
17. Machinery & Equipment	15
18. Manual Handling	15
19. Noise at Work	16
20. Playground Safety	16
21. Record Keeping	16
22. Role of the Governing Body	16
23. Staff Information & Training	16
24. Trade Union Appointed Safety Representatives	17
25. Visitors to the School	17
26. Visual Display Units	17
27. Work Experience	17

General Statement of Intent

The Headteacher and governors of Dormers Wells High School believe that the health and safety of persons within the school is of paramount importance. It is our intent to prevent accidents and occupational ill health and where possible eliminate hazards in the workplace.

It is the intention of the Headteacher, (Ms R Walsh) and the governors of the school to ensure that a safe and healthy workplace is provided and maintained for all our employees. This will include the provision of safe systems of work, safe plant and equipment and a safe access to, and a safe egress from, the premises. We will ensure that adequate information, instruction and supervision is provided to ensure that all staff can carry out their work safely.

The Headteacher and governors will ensure that others who are affected by our activities are not subjected to risks to their health and safety. This will include students, visitors, parents, volunteers and contractors.

These responsibilities will be achieved by the establishment of an effective health and safety management system within the school. This will involve the implementation of arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures. In addition the Headteacher and governors will undertake to ensure compliance with policy and guidance produced by the Education Department.

We believe that health and safety standards will be maintained only with the co-operation of all staff, students and visitors to the school. We expect all staff to co-operate fully with this policy. In addition we will ensure that all students, visitors and contractors are provided with the information they require to enable them to comply with this policy.

The effectiveness of the policy will be regularly monitored to ensure that health and safety arrangements are being implemented and that the people named in the policy are carrying out their duties.

Allocation of Functions and Responsibilities

The Duties of the Governing Body

In the discharge of its duty the governing body, in consultation with the Headteacher, will:

- (a) Make itself familiar with the requirements of the **Health and Safety at Work, etc. Act 1974** and any other health and safety legislation and codes of practices which are relevant to the work of the school, in particular the **Management of Health and Safety at Work Regulations 1999** (SI 1999 No. 3242).
- (b) Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school.
- (c) Periodically assess the effectiveness of this policy and ensure that any necessary changes are made.
- (d) Identify and evaluate all risks relating to:
 - (i) Accidents
 - (ii) Health
 - (iii) School-sponsored activities (including work experience)
- (e) Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others.
- (f) Create and monitor the management structure.

In particular the governing body undertakes to provide:

- (a) A safe place for staff and students to work including safe means of entry and exit.
- (b) Plant, equipment and systems of work which are safe.
- (c) Safe arrangements for the handling, storage and transport of articles and substances.
- (d) Safe and healthy working conditions which take account of all appropriate:
 - (i) Statutory requirements
 - (ii) Codes of practice whether statutory or advisory
 - (iii) Guidance whether statutory or advisory
- (e) Supervision, training and instruction so that all staff and students can perform their school-related activities in a healthy and safe manner. All staff will be offered the opportunity to receive health and safety training which is appropriate to their duties and responsibilities and which will be given before an employee commences any relevant work. Wherever training is required by statute or considered necessary for the safety of staff, students and others then the governing body will ensure, within the financial resources available, that such training is provided. Students will receive such training as is considered appropriate to the school-related activities which they are carrying out. All training will be regularly updated.
- (f) Necessary safety and protective equipment and clothing together with any necessary guidance, instruction and supervision.
- (g) Adequate welfare facilities.

So far as is reasonably practicable the governing body, through the Headteacher, will make arrangements for all staff, including temporary and voluntary staff and helpers and those on fixed-term contracts to receive comprehensive information on:

- (a) This policy.
- (b) All other relevant health and safety matters.
- (c) The instruction and training that will be given to all employees so that they may carry out their duties in a safe manner without placing themselves or others at risk.

The Duties of the Headteacher

- i) As well as the general duties which all members of staff have, the Headteacher has responsibility for the day-to-day maintenance and development of safe working practices and conditions for teaching staff, support staff, students, visitors and any other person using the premises or engaged in activities sponsored by the school and will take all reasonably practicable steps to achieve this end through the heads of the appropriate departments, senior members of staff, teachers and others as appropriate.
- ii) The Headteacher is required to take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full at all times.

iii) In particular, the Headteacher will:

- (a) Be aware of the basic requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practices relevant to the work of the school.
- (b) Ensure, at all times, the health, safety and welfare of staff, students and others using the school premises or facilities or services or attending or taking part in school-sponsored activities.
- (c) Ensure safe working conditions for the health, safety and welfare of staff, students and others using the school premises and facilities.
- (d) Ensure safe working practices and procedures throughout the school including those relating to the provision and use of machinery and other apparatus, so that each task is carried out to the required standards and so that all risks are controlled.
- (e) Consult with members of staff, including the safety representatives, on health and safety issues.
- (f) Arrange systems of risk assessment to allow the prompt identification of potential hazards.
- (g) Carry out periodic reviews and safety audits on the findings of the risk assessment.
- (h) Identify the training needs of staff and students and ensure, within the financial resources available, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters.
- (i) Encourage staff, students and others to promote health and safety.
- (j) Ensure that any defects in the premises, its plant, equipment or facilities which relate to or may affect the health and safety of staff, students and others are made safe without delay.
- (k) Encourage all employees to suggest ways and means of reducing risks.
- (l) Collate accident and incident information and, when necessary, carry out accident and incident investigations.
- (m) Monitor the standard of health and safety throughout the school, including all school-based activities, encourage staff, students and others to achieve the highest possible standards and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (n) Monitor first aid and welfare provision.
- (o) Monitor the management structure, along with the governors.

In the absence of the Headteacher the Deputy Headteacher will assume the responsibilities of the Headteacher.

The Duties of Supervisory Staff

- i) All supervisory staff (e.g. curriculum leaders, co-ordinators, and science technicians) will make themselves familiar with the requirements of the **Health and Safety at Work, etc Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of their area of responsibility.
- ii) In addition to the general duties which all members of staff have, they will be directly responsible to the Headteacher or the member of staff nominated by the Headteacher to have overall day-to-day responsibility for the implementation and operation of the school's health and safety policy within their relevant departments and areas of responsibility.
- iii) They will take a direct interest in the school's health and safety policy and in helping other members of staff, students and others to comply with its requirements.
- iv) As part of their day-to-day responsibilities they will ensure that:
 - (a) Safe methods of working exist and are implemented throughout their department.
 - (b) Health and safety regulations, rules, procedures and codes of practice are being applied effectively.
 - (c) Staff, students and others under their jurisdiction are instructed in safe working practices.
 - (d) New employees working within their department are given instruction in safe working practices.
 - (e) Regular safety inspections are made of their area of responsibility as required by the Headteacher or as necessary.
 - (f) Positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others.
 - (g) All plant, machinery and equipment in the department in which they work is adequately guarded.
 - (h) All plant, machinery and equipment in the department in which they work is in good and safe working order.
 - (i) All reasonably practicable steps are taken to prevent the unauthorised or improper use of all plant, machinery

and equipment in the department in which they work.

- (j) Appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the department in which they work.
- (k) Toxic, hazardous and highly flammable substances in the department in which they work are correctly used, stored and labelled.
- (l) They monitor the standard of health and safety throughout the department in which they work, encourage staff, students and others to achieve the highest possible standards of health and safety and discipline those who consistently fail to consider their own well-being or the health and safety of others.
- (m) All the signs used meet the statutory requirements.
- (n) All health and safety information is communicated to the relevant persons.
- (o) They report, as appropriate, any health and safety concerns to the appropriate individual.

The Duties of All Members of Staff

- i) All staff will make themselves familiar with the requirements of the **Health and Safety at Work Act 1974** and any other health and safety legislation and codes of practice which are relevant to the work of the department in which they work. They should:
 - (a) Take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
 - (b) As regards any duty or requirements imposed on his or her employer or any other persons by or under any of the relevant statutory provisions, co-operate with him or her so far as necessary to enable that duty or requirement to be performed or complied with.
- ii) All staff are expected to familiarise themselves with the health and safety aspects of their work and to avoid conduct which would put them or anyone else at risk.
- iii) In particular all members of staff will:
 - (a) Be familiar with the safety policy and any and all safety regulations as laid down by the governing body.
 - (b) Ensure health and safety regulations, rules, routines and procedures are being applied effectively by both staff and students.
 - (c) See that all plant, machinery and equipment is adequately guarded.
 - (d) See that all plant, machinery and equipment is in good and safe working order.
 - (e) Not make unauthorised or improper use of plant, machinery and equipment.
 - (f) Use the correct equipment and tools for the job and any protective equipment or safety devices which may be supplied.
 - (g) Ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled.
 - (h) Report any defects in the premises, plant, equipment and facilities which they observe.
 - (i) Take an active interest in promoting health and safety and suggest ways of reducing risks.

The Students Are Expected To:

- (a) Exercise personal responsibility for the safety of themselves and classmates.
- (b) Observe standards of dress consistent with safety and/or hygiene (i.e. do not wear unsuitable footwear etc. do not bring knives and other items considered dangerous).
- (c) Observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- (d) Use and not wilfully misuse neglect or interfere with things provided for his/her safety. (Children and parents should be made aware of this section.)

First Aiders

There are thirty two first aiders in the school. (Correct as at September 2014)

They will administer first aid as necessary following the Authority's First Aid procedures.

All accidents will be recorded in the Accident Book which is kept on the W Drive (W Drive/Reception/Welfare

List).

The Headteachers PA/Office Manager, Ms Rana, will ensure that the first aid supplies are kept in good order and replenish supplies when necessary.

The student receptionist, Mrs Grewal, will ensure the safe keeping of medicines which parents bring to school for their children. Parents will complete the authorisation forms and hand them to the student receptionist, Mrs Grewal.

If any student injures his/her Headteacher or back, the parents will be informed and the student will be sent home, and parents advised to seek further medical advice.

General Arrangements

Management of Health & Safety

The Headteacher will carry out an annual inspection of the school building.

Whenever possible the chair of the governors' site committee will be present for these inspections.

During the inspection hazards will be identified in a report which the Headteacher will produce for the chair of the site committee and the Leadership Team.

All staff has the responsibility of reporting any hazard to a member of the Leadership Team.

Resources are earmarked in the budget plan for general maintenance outside of the PFI remit, and these will be used to make safe any hazard identified. If the school maintenance budget is depleted, reserves from the Heads Contingency may be vired at the discretion of the finance committee. The PFI provider (Cofely) maintains a rolling plan of health and safety works where they have earmarked funding and resources. They maintain a contingency budget for any reactive health and safety hazards that require immediate remedial action.

All hazards identified will be listed and a careful check will be made by the Headteacher to ensure work undertaken to remove hazards, is recorded and dated.

Health and Safety will feature on the agenda of Leadership Team meetings once each month.

An emergency evacuation procedure will be followed and the building evacuated once each term. This 'fire drill' will be recorded and dated, together with the time taken to evacuate the building, in the appropriate Log Book.

A copy of the school's Health and Safety Policy is kept on Frog; all staff are made aware of this and have access to it.

The Headteacher in conjunction with PFI provider will ensure that a risk assessment survey of the premises, methods of work and all school-sponsored activities is conducted annually (or more frequently, if necessary). This survey will identify all defects and deficiencies, together with the necessary remedial action or risk control measures. The results of all such surveys will be reported to the governing body.

Accidents, Incidents & First Aid

When a child, member of staff, parent or visitor is injured whilst on the premises during the school day he/she should be taken to the medical room. Similarly any person who is taken ill during the school day whilst on the premises should be taken to the medical room. A first aider will be called to attend.

There are thirty two first aiders in the school. Thirteen have attended a three day first aid certification course and passed the examination as required. Nineteen have attended a one day certification course and passed the examination as required. The first aiders will administer first aid as necessary. Each of the first aiders will attend a one or two-day re-certification course every three years.

Any accidents which occur after school hours when no first aiders are on the premises will be dealt with by Mr Hircock or a member of the Leadership Team

A first aid box is kept in the medical room, all science, art and technology classrooms and prep rooms and contains only items which are listed on the boroughs approved list. No other medication may be given. The student receptionist Mrs Grewal is responsible for keeping the first aid supplies well-stocked and items re-ordered as necessary. Plastic gloves are available in the box for staff administering first aid.

Supplies of first aid material will be held at various locations throughout the school. These locations will be determined by the Headteacher. They will be prominently marked and all staff will be advised of their position. The materials will be checked regularly and any deficiencies made good without delay.

All accidents will be reported in the Accident Book which is kept on the W Drive.

Accidents of a more serious nature which require further medical attention will be reported on the Accident Form and copies sent to the Health and Safety Officer at Perceval House.

When teaching staff are organising school trips first aid supplies should be taken. These are kept in the medical room. Staff should inform the student receptionist, Mrs. Grewal in advance of the trip and she will ensure that the first aid kits for school trips are well stocked for the day of the trip.

If an accident is caused by a hazard the member of staff who is first on the scene should ensure that the area is made safe for all persons. The member of staff concerned should then inform the Headteacher who will make necessary arrangements for the area to be made safe.

Accidents will be investigated by the member the Health and Safety Officer (Mrs Mahoney).

Certain accidents, diseases and dangerous occurrences are reportable by law to the Health and Safety Executive. These are listed in the Education Department Health and Safety Policy (Section 2). In these cases the Headteacher should be notified immediately and will ensure that the Local Authority is notified as a matter of urgency.

Any act of violence to staff by students, parents or visitors must be reported immediately to the Headteacher or Deputy Headteacher. If the violence has been perpetrated by students, their parents will be notified. If the perpetrators are parents or visitors to the school, the police may be requested to attend at the discretion of the Headteacher.

Copies of accident and incident forms are kept in school and monitored to identify trends and appropriate remedial action taken as necessary.

The Headteacher will carry out an investigation if any other dangerous occurrences take place, if necessary advice will be sought from the Health and Safety Adviser before further action is taken. At all times the welfare of the children and staff will be of paramount importance.

The arrangements for first aid provision will be adequate to cope with all foreseeable major incidents. The number of certificated first aiders will not, at any time, be less than the number required by law. At the discretion of the Headteacher other staff will be given such training in first aid techniques as is required to give them a basic, minimum level of competence. This level will be agreed by the governing body after seeking appropriate advice. The number of such trained but uncertificated first aiders will be determined by the governing body as that being sufficient to meet the needs of all foreseeable circumstances.

Adequate and appropriate first aid provision will form part of the arrangements for all out-of-school activities.

A record will be made of each occasion any member of staff, student or other person receives first aid treatment either on the school premises or as part of a school-related activity.

Animals

With the exception of animals which are under the direct control of members of the science department, no animals should be brought onto site. In the event of an animal straying onto the school site the Site Manager or Health and Safety Officer should be contacted to aid removal. Students should be discouraged from making contact with any such animal.

Body Fluids

The Site Manager (Mr Hircock) should be contacted to deal with the removal of any body fluids. Disposable gloves are available in the medical room.

Communicable Diseases

The school will co-operate with immunisation programmes as necessary along with following guidance of the

school nurse and Health Authority on arrangements for staff, exclusion of siblings and other related matters.

Contractors Working on Site

It is essential that any persons working on site; e.g. cleaners, builders, etc. work in a safe manner and that care is taken to ensure the safety of staff and students. Before any work begins, and regularly during the contract, the Site Manager (Mr Hircock) will meet with the contractors to discuss safety implications and agree necessary safety arrangements together with the completion of necessary risk assessments. This will include hazardous substances used, noise or dust produced.

During the holiday period the Site Manager (Mr Hircock) will monitor the contractors on site in cases where the school has raised the order. When the LA have arranged for work to be carried out in holiday time the LA are responsible for monitoring the safety of contractors.

For work specified by the school only competent contractors will be used, approved by the LA. Wherever possible the work will be carried out when the school is not in session, if the work takes place during term time the area of the school affected will not be used by staff or students.

All contractors who work on the school premises are required to ensure safe working practices by their own employees under the provisions of the **Health and Safety at Work Act 1974** and must pay due regard to the safety of all persons using the premises in accordance with ss.3—4 of the **Health and Safety at Work Act 1974**.

In instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe the Headteacher will take such actions as are necessary to prevent persons in his or her care from risk of injury.

Drugs Awareness

Drugs awareness is covered in the curriculum through the CPSHE programme. Any staff who have information as to any drugs being brought onto the premises or of any student being involved with drugs should report to the appropriate year leader.

Educational Visits / Out of School Activities

Authorisation of School Visits Approval should be given by the Headteacher before any visit takes place. A DWHS visit form, LA insurance form and risk assessments can be found on the W Drive. These need to be completed at least one month before the visit is due to take place, this will enable insurance to be completed by our office and the London Borough of Ealing. Full details regarding the policy and procedures for educational visits can be found in the staff handbook and on the W drive. If the trip is residential it is important to have a member of staff of the same sex as members of the group e.g. a mixed group must have a male and a female accompanying adult (regardless of the minimum ratio of staff to students).

Supervision The LA stipulates that the adult/student ratio should be "reasonable". It is recommended that a minimum of two adults should accompany each visit, one of whom must be a teacher or other appropriate adult e.g. Learning Mentor. The ratio is 1:15 for something like a local walk, 1:15 for a museum visit and 1:10 for an overnight stay or a trip near water. Any adult over 18 can qualify as 'staff'.

First Aid A first aid kit should be taken by the member of staff organising the visit. The student receptionist, Mrs Grewal will ensure the kit is complete. The party leader should discuss any concerns regarding administration of medicines with the Headteacher beforehand. The school and staff are not obliged to administer medicine to children. Any accident occurring off site during a visit should be reported in the same way as accidents which occur in school.

Electricity at Work

Most electrical items in the school are provided by the PFI. They keep and maintain this register and ensure annual PAT testing. Any items purchased outside the PFI remit, are recorded on the schools inventory register and annually PAT tested with the PFI equipment.

If an accident occurs involving electricity the Site Manager (Mr Hircock) should be notified immediately. If any member of staff is aware of an electrical hazard he/she must inform the Site Manager (Mr Hircock) immediately.

Staff and students must not bring electrical equipment on to the premises

The Site Manager (Mr Hircock) will ensure that contractors are notified of electrical circuitry when carrying out building maintenance work and repairs.

Fire Arrangements

Fire Precautions

In school it is important that at all times the risk of fire is minimised. Should a fire break out all persons at risk should be able to vacate the premises safely within the shortest possible time. Staff should remember these points at all times and ensure that they do not increase the risk to children by the nature of the activities undertaken. Staff should also ensure that exits from the classrooms remain clear of obstructions at all times.

Maintenance of Fire Alarms and Fire Fighting Equipment

The Site Manager (Mr Hircock) will arrange for contractors to test the fire alarm on a quarterly basis. He will keep a schedule of fire extinguishers for the use of the contractor who will visit annually to inspect.

If any fire fighting equipment is removed from its stand, or appears faulty staff should report this to the Fire Safety Manager (Mrs Mahoney).

All staff and children should know the fire alarm signal, the available escape routes and the assembly point after evacuation.

A Fire Exit sign will be positioned by every door in every room for the information of staff.

A fire drill will be carried out on a regular basis. When the bell sounds all children and staff should leave the building by the nearest available route and assemble at the back of the school, adjacent to the Park Gate. Each class should line up in alphabetical order. The attendance officer will take out the class registers to hand to each class teacher for them to check all students are accounted for. The Headteacher will check that all persons are accounted for before any return to the building.

In the event of a fire the alarm panel automatically sends a call to the fire brigade.

All fire drills and inspections will be logged in the appropriate log book, kept by the Site Manager (Mr Hircock). A separate log of fire drills and the annual risk assessment will be kept by the Fire Safety Manager (Ms Mahoney).

Emergency Evacuations other than Fire

The fire drill procedure will be followed if the school has to be evacuated due to bomb threats (when the police must be notified immediately), gas escapes (TRANSCO 0800 111 999 to be contacted – see gas plan for emergency turn off point), and large chemical spills.

The Headteacher will ensure that an emergency plan is prepared to cover all foreseeable major incidents which could put at risk the occupants or users of the school. This plan will indicate the actions to be taken in the event of a major incident so that everything possible is done to:

- (a) Save life
- (b) Prevent injury
- (c) Minimise loss.

This sequence will determine the priorities of the emergency plan.

The plan will be agreed by the governing body and be regularly rehearsed by staff and students. The result of all such rehearsals will form part of the regular risk assessment survey and the outcome will be reported to the governing body.

Reporting

All incidents involving fire, bomb threats, gas escapes or chemical spills must be reported to the LA using the Incident Reporting System. The LA will advise the Health and Safety Executive, if appropriate on behalf of the school.

Purchases

When purchasing new furniture for the school we will ensure the purchases conform to British Safety requirements.

No Smoking Policy

The school is a non-smoking building. This applies to functions held in the school building.

Food Hygiene

Food hygiene is covered in the safety procedures covered in technology. The catering contractors are responsible for hygiene in the kitchens.

Control of Substances Hazardous to Health

The Control of Substances Hazardous to Health (COSHH) regulations are now in force and we will ensure that we identify any substance used in school which may be harmful to health.

All substances used in school will be identified recorded on the COSHH database, Sevron.

If a significantly hazardous substance has to be used PPE must be used and the substance must be used when the children are not in school.

Any chemicals used for science will be stored in an appropriate cupboard in the science prep rooms. Any chemicals no longer used in school will be disposed of following the advice of:

CLEAPSS School Science Services
Brunel University
Uxbridge
UB8 3PH

If any asbestos is found to be on the premises the Site Manager will advise the Headteacher and the LA will be contacted to advise regarding safe removal.

Housekeeping and Premises

Cleaning

The school premises should be kept clean, free from dust and obstructions at all times.

There are currently 12 cleaners working in school from 6.00a.m. until 8.00a.m and / or from 3.30pm to 5.30pm each day.

They are supervised by the Site Manager (Mr Hircock) or Premises Assistant who monitor the standard of cleaning. Any concerns regarding the standard of cleaning in school should be reported to Mrs Oghra using a helpdesk request.

Waste Disposal

General waste is disposed of in rubbish bins which are found in every room in the school. These are emptied each day by cleaning staff into the large rubbish bins stored in an enclosed area within the Car Park. First aid waste is placed in a plastic bin liner in the white bin in the medical room for disposal by the Site Manager.

Access by Stepladders

If staff need to reach high points on a wall, which are out of a person's normal reach, step ladders should be used.

Flooring Hazards

We try to keep all parts of the building in good repair. If any floor surfaces become slippery, uneven or worn the Site Manager (Mr Hircock) should be informed. Remedial action will be taken.

Ventilation

In each classroom there are windows which open for ventilation. The photocopiers are kept in the reprographics room in the admin block

Maintenance Repairs

Any maintenance work which is paid for by the school is arranged and monitored by Mrs Oghra and the Headteacher.

Lighting and Temperature

If any lights are not working in classrooms the Site Manager (Mr Hircock) should be notified. We aim to keep the inside of the building at an appropriate temperature. If the temperature is too high or too low the Site Manager (Mr Hircock) will adjust as necessary.

Glazing

Glazing repairs are carried out using safety glass when appropriate.

Modifications to the Building

Any planned modifications to the building are discussed with the Borough Maintenance Officer before proceeding with the work. The advice of the fire officer is also sought as appropriate. This ensures that any plans comply with the workplace (Health, Safety and Welfare) regulations.

Vehicles on Site

Parking - Staff should use the car parking area.

Parents / carers are not allowed to bring their cars on site to deliver / collect children. Car drivers should be encouraged to park well away from the main gates and not within the yellow markings.

External Lighting

The caretaker will arrange for the lights to be repaired when necessary.

Pathways

The condition of paths and walls will be checked as part of the termly building inspection and any hazards notified to the Site Manager (Mr Hircock).

Hygiene & Medication

Medicines in School (Analgesics)

The school does not administer any analgesics to students.

Medicines brought to School

Inhalers may be kept by the child. An inhaler, clearly marked with the child's name, may be kept in the student reception (Mrs Grewal).

Epipen's should be carried by the student as guided by the school nurse. A spare Epipen should be clearly marked with the child's name and stored in the student reception (Mrs Grewal). With regard to other medicines the LA guidelines on the administration of medicines in school will be followed,

Staff administering first aid in the medical room are advised to use the plastic gloves provided.

Intruders on Site

Any member of staff finding an intruder on the premises should send a message (via a student) to the main office. All intruders should be challenged and asked to leave the premises. A member of the Leadership Team will be contacted, will assume responsibility and if appropriate ask the intruder to leave. If necessary the Police will be contacted to assist in the removal of intruders. In the event of the Site Manager being the only member of staff on site he should use his own judgement as whether to approach the intruder directly or contact the Police.

Letting of Premises

Any requests to hire the premises are made to Mrs Oghra in the main office who will approve the letting or otherwise consult with the Headteacher as necessary.

The Site Manager (Mr Hircock) or deputy opens the building for the hirers. The rest of the building is locked.

Any accidents which occur on the premises during the letting have to be reported to the LA by the hirer completing an accident form.

Hirers are expected to arrange their own insurance.

Hirers are informed that no smoking is permitted on the premises.

When the premises are used for purposes not under the direction of the Headteacher then the principal person in charge of the activities for which the premises are in use will have responsibility for safe practices.

The Headteacher or the Site Manager (Mr Hircock) will seek to ensure that hirers, contractors and others who use the school premises conduct themselves and carry out their operations in such a manner that all statutory and advisory safety requirements are met at all times.

When the school premises or facilities are being used out of normal school hours for a school-sponsored activity then, for the purposes of this policy, the organiser of that activity, even if an employee, will be treated as a hirer and will comply with the requirements of this section.

When the premises are hired to persons outside the employ of the governing body, it will be a condition for all hirers, contractors and others using the school premises or facilities that they are familiar with this policy, that they comply with all safety directives of the governing body and that they will not without the prior consent of the governing body:

- (a) Introduce equipment for use on the school premises
- (b) Alter fixed installations
- (c) Remove fire and safety notices or equipment
- (d) Take any action that may create hazards for persons using the premises or the staff or students of the

school.

The governing body draws the attention of all users of the school premises (including hirers and contractors) to s.8 of the **Health and Safety at Work, etc Act 1974**, which states that no person shall intentionally or recklessly interfere with or misuse anything which is provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

Machinery and Equipment

An inventory of all items of machinery and equipment with a value in excess of £50, kept in school, will be drawn up by the appropriate Curriculum Leader, the Bursar (Mrs Oghra) or Office Manager (Ms Rana) for machinery not linked to a curriculum area or Site Manager (Mr Hircock) for cleaning and caretaking as appropriate.

When risk assessments are carried out they will be kept in a Health and Safety file by the Health and Safety Officer Mrs Mahoney.

All items of machinery and equipment purchased have a written booklet listing procedures for the safe operation of the item. These booklets are kept by the appropriate Curriculum Leader.

Specialist cleaning machinery will only be used by cleaning staff that have been trained to use the machinery safely.

New members of staff will be instructed how to use machinery and equipment as follows:

- Members of the office staff will be taught to use machinery and equipment by the Office Manager (Ms Rana)
- New members of the teaching and teaching support staff will be taught to use relevant items by the appropriate Curriculum Leader.

All staff should use the equipment and machinery safely. If any guard is lost the item must not be used.

If any member of staff finds any item of machinery and equipment not working properly it should be reported immediately to the member of staff as indicated above who will advise the Headteacher if deemed appropriate.

We will ensure that new equipment and machinery is safe and complies with safety standards before purchasing. Following delivery the item will be checked to ensure it works properly.

Children are allowed to use certain items of equipment and machinery but only after training has been given and understood, and under the supervision of the teacher. Examples of this are the use of the paper trimmers (when the guard must always be in place), computers, glue guns, etc.

Manual Handling

Risk assessments will be carried out on manual handling. LA training will be attended by relevant staff.

Noise at Work

Noise at work is recognised as a major health hazard. The Noise at Work regulations was introduced in January 1990. The regulations require employers to have noise assessments carried out where employees are likely to be exposed to 85 decibels or more or a peak sound pressure of 200 pascals.

If the noise level rises above 85 decibels the Health and Safety Adviser will be asked to visit the school to carry out a risk assessment.

Playground Safety

The duty team leader is responsible for ensuring the safety of students during morning break. The nominated member of staff Mr Bannon is responsible for safety during the lunch period.

Record Keeping

The law requires that records are kept in several areas of health and safety management. These could be used as evidence that the Headteacher and governors are complying with their legal obligations.

Records should be kept of:

- Accidents on site
- First Aid administered
- Medicines administered
- Risk assessments
- COSHH risk assessments
- Electrical tests
- Maintenance of machinery and equipment
- Accident investigations
- Testing of equipment; e.g. fume cupboards
- Dust extraction

Role of the Governing Body

The Headteacher will inform the chair of governors of the governors' health and safety responsibilities. All circulars received in school concerning health and safety matters will be copied and forwarded to the chair of governors.

Each term the Headteacher carries out an inspection of the building concerning health and safety. The governors' site committee carry out an inspection of the building at the same time. The governing body are informed of these inspections.

If remedial work is needed for items which are the responsibility of the school, work will be carried out according to a programme, prioritised by level of risk, if there are not adequate funds for these projects the finance committee of governors will be informed, it may be necessary for the governors to write to the LA if work cannot be carried out due to insufficient funds.

Staff Information and Training

The Health and Safety Policy for the school will be brought to the attention of all staff. A copy of the policy will be kept on Frog. Additional information regarding Health and Safety will be published in the Staff Handbook that is issued to every new member of staff.

First Aiders follow either a three or one day course of instruction followed by a test of competence. Those who successfully complete the course are recognised first aiders and their first aider certificates are valid for three years. When the certificate expires a one or two day re-certification course must be followed to ensure the qualification remains valid.

Health and Safety circulars are received from the Health and Safety Section each term. These are circulated for the attention of relevant staff.

Trade Union Appointed Safety Representatives

The governing body, through the Headteacher, will make arrangements for the establishment of a safety committee by incorporating agenda items on health and safety matters into existing consultative groups. Representation on this committee will cover all appropriate areas of work or special hazards. As a group, the nominated safety representatives of each accredited trade union or staff association will be offered a number of places on this committee and should decide amongst themselves which individuals should sit on the committee.

Trade unions can appoint safety representatives who are legally entitled to inspect premises, investigate accidents and undertake safety training. Full details of their rights are contained in the LA Health and Safety

Policy.

Visitors to the School

It is the responsibility of the Headteacher and governors to ensure that visitors to the school are safe. It is also the responsibility of the Leadership Team to ensure the safety of volunteers working on the site.

Visitors to the school are directed to Visitors Reception where they are asked to sign the visitor's book before being given a badge. All visitors to the school, without exception should wear a visitor's pass. Any member of staff seeing a visitor in the school not wearing a visitor's pass should inform reception immediately.

Visitors to the school will be required to sign the visitor's book before leaving the building. Reception is aware, therefore, who is on the premises in the event of the need to evacuate the building.

Evacuation Procedures

In the event of a fire a continuous bell will be sounded. All persons on the premises should leave the building and assemble to the rear of the building.

No Smoking Policy

The school operates a no smoking policy. Visitors are asked to respect this policy when on the premises.

Visual Display Units (Display Screen Equipment)

The Health and Safety Display Screen Equipment (DSE) Regulations 1992 came into force on 1 January 1993. The regulations require that all DSE workstations should be assessed for risk and brought up to standard by 31 December 1996. All new workstations must comply with the regulations now and risks to operatives minimised or eliminated.

We will ensure DSE operators are given appropriate training in the use of the DSE and have adequate rest periods as specified in the code of practice. VDU Workstation Assessments will be carried out by Ms Mahoney as required.

Any member of staff using a DSE for a large part of the day should have a regular vision test. Any health problems which arise and which may be due to the DSE should be discussed with the Headteacher as a matter of urgency.

Work Experience

These regulations are covered by the Education (Work Experience) Act 1973.

Policy Review

Reviews and Operation of this Policy

The governors have overall responsibility for the operation of this policy and it will be reviewed annually.

Signed: _____ Date: _____

Chair of Governors: Saynap Isman

Signed: _____ Date: _____

Headteacher: Róisín Walsh