



CHOSEN HILL SCHOOL

HEALTH & SAFETY POLICY

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INTRODUCTION:

The aim of the School's Health and Safety Policy is to establish and maintain working practices and working environment which do not put at risk in any way the health, safety and welfare of staff, students, visitors and others who may be affected by the conduct of the School's affairs.

This document is divided into three sections as follows:

Part One: Statement of the School's general policy and objectives with regard to health and safety.

Part Two: The organisation for implementing the policy, including allocation of functions to individuals.

Part Three: The arrangements for carrying out the functions allocated to individuals and monitoring the effect of the safety policy.

How staff are made aware of this policy:

New staff are introduced to all school policies as part of their induction training and are made aware of how to access a policy if there is a need for referral to guidance.

How the policy is monitored:

Regular audits are carried out to assess delivery and changes in content. These are used to monitor the main body and appendix of each component of the policy when it is reviewed.

PART ONE: STATEMENT OF INTENT

The key objective of Chosen Hill School is to deliver services and facilities for teaching and learning to a high standard for the benefit of educating its students. This objective would not be attainable without accepting certain levels of risk. These risks are only acceptable if they are reduced to the lowest reasonably practicable level, in accordance with statutory Health and Safety Requirements.

The school's Governing Body, the Headteacher and Senior Leadership Team (SLT) recognise and accept their responsibilities under the law and for the management of the school. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees and others affected by its activities is acknowledged.

The school is committed to ensuring that risk assessments are undertaken, control measures implemented and systems are continuously monitored and reviewed. Risk Assessments are centrally stored in the Site Manager's office.

In compliance with the Health and Safety at Work etc. Act 1974, this school's Governing Body will ensure so far as is reasonably practicable that:

- the premises are maintained in a safe condition;
- safe access to and egress from the premises is maintained;
- Accidents and work related ill health are prevented;
- all plant and equipment is safe to use;
- appropriate safe systems of work exist and are maintained including offsite visits;
- sufficient information, instruction, training and supervision is available and provided;
- arrangements exist for the safe use, handling and storage of articles and substances at work;
- a healthy working and learning environment is maintained including adequate welfare facilities;
- There is as a minimum compliance with statutory requirements;
- There is monitoring and review of systems to ensure they are effective.

In addition to the above commitment, the Governing Body also recognises its obligations to non-employees. Where it is reasonably foreseeable that trainees, members of the public (this includes students), contractors, etc., are or may be affected by the school activities, the Governing Body will make the necessary information, instruction, training and supervision available to ensure the safety of those affected. As an education provider which must set standards by example for its students, this commitment is seen as especially important.

The Governing Body will endeavour within its allocated resources to set aside adequate finance for the policy statement to be properly implemented.

The Governing Body is committed to this policy and all staff are required to comply as a condition of employment. Staff are encouraged to support the Governing Body's commitment to continuous improvement in the School's health and safety performance. For the policy to be effectively implemented the school must have the full co-operation of employees, visitors and others, including Contractors, who use the premises. Employees are reminded of their own duties:

- to take care of their own safety and that of others and,
- to co-operate with the Governing Body and SLT so that they may carry out their own responsibilities successfully.

All relevant Regulations and Codes of Practice (Appendix 2) will be complied with as necessary.

Consultation with employee representatives will be held as and when appropriate on all matters affecting the health and/or safety of employees concerned.

A copy of this Policy has been provided to every member of staff via the Personnel Handbook. A copy can also be found on the Share Point. This policy statement and the accompanying organisation and arrangements will be reviewed at least annually, by the Governing Body, and revised as and when necessary.

This policy statement, together with the organisational structure and the following arrangements and procedures, has been approved by the school's Governing Body.

Signature:

Chair of Governors

Signature:

Headteacher

Date:

PART TWO: ORGANISATION

INTRODUCTION

The Governing Body and SLT are directly responsible for monitoring Health and Safety standards, the production and maintenance of standards and procedures as may be necessary.

The responsibilities for the health, safety and welfare of all employees are delegated through the Management Structure. Therefore, each Head Of Faculty and Team Leader is responsible for ensuring the safe system and procedures laid down are adhered to – an organisational chart is attached at Appendix 1.

Chosen Hill School buys into an external organisation to provide ongoing advisory and support service which enable the school to achieve and maintain compliance and thereby protect their employees and business interest. The current service level agreement is with Gloucestershire County Council (SHE Unit) who provide external visits to audit school documents and procedures and provide advice on operational issues.

It is not sufficient merely to read this Policy. Our commitment to health and safety must be translated into effective action.

2.1 The Duties of the Governing Body

In the discharge of its duty, the Governing Body, in consultation with the Headteacher, will:

- Make itself familiar with the advice and guidance provided by the relevant organisations e.g. HSE, SHE Unit;
- Ensure that there is an effective and enforceable policy for the provision of health and safety throughout the school;
- Periodically assess the effectiveness of this policy and ensure that any necessary revisions are made;
- Identify and evaluate all risks relating to:
 - the premises
 - school activities
 - educational visits
 - school-sponsored events
 - staff
 - students
 - others

- Identify and evaluate risk control measures in order to select the most appropriate means of minimising risk to staff, students and others;
- Create and monitor the management structure to enable the implementation of health and safety. Appoint a Governor with health and safety responsibility and conduct an annual walk round review of the premises.

In Particular the Governing Body undertakes to provide:

- A safe place for staff and students to work including safe means of entry and exits;
- The required safety and protective equipment and clothing together with information on its use;
- Plant equipment and systems of work which are safe;
- Safe arrangements for the handling, storage and transport of articles and substances;
- Safe and healthy working conditions which take into account all appropriate.
 - statutory requirements
 - codes of practice
 - guidance
- Adequate welfare facilities;
- Supervision, training and instruction so that all governors, staff and students can perform their school-related activities in a healthy and safe manner.

All staff will receive a Health & Safety induction programme on their first day of employment and will continue to receive relevant Health and Safety training as and when required, which is appropriate to their duties and responsibilities. Wherever training is required by statute or considered necessary for the safety of staff, students and others, the Governing Body will ensure, that such training is provided. Training will be regularly reviewed for compliance. Training received by staff is held in centralised CPD records and on staff personnel files.

Students will receive information as considered appropriate to the school-related activities which they are carrying out.

So far as is reasonably practicable the Governing Body, through the Headteacher, will make arrangements for all staff, to receive comprehensive information on:

- this policy
- all other relevant health and safety matters
- 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.

2.2 The Duties of the Headteacher

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 Faculty, senior members of staff, teachers and others as appropriate.

The Headteacher is required to take all necessary and appropriate action to ensure that proper health and safety standards are maintained at all times.

In particular, the Headteacher and through delegation to the Business Manager and other senior staff will, on a day-to-day basis, be responsible for:

- ensuring this policy is communicated to all relevant persons;
- ensuring safe working conditions of the school premises and facilities;
- ensuring, 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;
- ensure safe working practices and procedures throughout the school so that all risks are controlled;
- ensure that adequate systems are created for the production of risk assessment to allow the prompt identification of potential hazards, and where appropriate ensure that the Governing Body and the LA are made aware of the findings;
- ensure the identification of the training needs of staff and students and ensure, that all members of staff and students who have identified training needs receive adequate and appropriate training and instruction in health and safety matters. Training received by staff is held in centralised CPD records;
- 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 in a timescale commensurate with the risk;
- ensure the activities of contractors are adequately monitored and controlled;
- ensure emergency evacuation procedures are created and implemented;
- ensure the collation of all accident and incident information and, when necessary, carry out accident, incident and near misses' investigations and implement any remedial action to prevent re-occurrence;
- monitor the standards of health and safety throughout the school, including all school-based activities;
- monitor the management structure, in consultation with the governors; consult with members of staff, including Safety Representatives, on health and safety issues;
- encourage staff and others to promote health and safety by communication updates in legislation and arranging appropriate Health and Safety training days;

2.3 The Duties of Supervisory Staff (This includes Deputy Headteachers, Assistant Headteachers, Business Manager, Senior Progress Co-ordinator, Year Heads, Heads of Faculty, Premises Manager and Team Leaders)

In addition to the general duties which all members of staff have, supervisory staff 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 faculties and areas of responsibility.

As part of their day-to-day responsibilities they will ensure that:

- a Health & Safety Faculty Policy is developed in accordance the School's Health and Safety Policy which identifies the key risks in their area of responsibility and the organisation and arrangements for managing those risks;
- safe methods of working exist and are implemented throughout their area of responsibility;
- health and safety regulations, rules, procedures and codes of practice are being applied effectively;
- staff, students and others under their jurisdiction are instructed in safe working practices;
- new employees working within their area given instructions regarding health and safety in their areas;
- in safe working practices; risk assessments are conducted in their area of responsibility as required by the Headteacher or as necessary;
- regular safety inspections are made of their area of responsibility to ensure that equipment, furniture and activities are safe and record these checks where required;
- positive, corrective action is taken where necessary to ensure the health and safety of all staff, students and others;
- all plant, machinery and equipment in the faculty in which they work is adequately guarded, in safe working order and restricted to authorised persons only;
- appropriate protective clothing and equipment, first aid and fire appliances are provided and readily available in the faculty/area in which they work;
- hazardous and highly flammable substances in the faculty in which they work are correctly stored and labelled, and exposure is minimised;
- they monitor the standard of health and safety throughout the faculty in which they work and encourage staff, students and others to achieve the highest practicable standards of health and safety by regular checks and annual Health and Safety Risk Assessments;
- all health and safety information is communicated to the relevant persons and they report any health and safety concerns to the Premises Manager.

2.4 Duties of Teaching Staff

Teaching Staff are expected to:

- exercise effective supervision of their students and to know the procedures in respect of fire, first aid and other emergencies, and to carry them out;
- follow the particular health and safety measures to be adopted in their own teaching areas as laid down in the relevant Codes of Practice e.g. CLEAPS, if issued, and to ensure that they are applied;
- give clear oral and/or written instructions and warnings to students where necessary;
- ensure that students are not left unattended and that their actions do not lead to an insufficient child to adult ratio occurring in classrooms or other supervised areas where necessary;
- follow safe working procedures personally;
- ensure the use of protective clothing and guards where necessary;
- make recommendations to their Headteacher or Head of Faculty on health and safety equipment and where necessary improvements to plant, tools, equipment or machinery;
- integrate all relevant aspects of safety into the teaching process and, where necessary, give special lessons on health and safety in line with Curriculum requirements for safety education;
- avoid introducing personal items of equipment (electrical or mechanical) into the school without prior authorisation of Faculty Head and Premises Manager;
- report all accidents, defects and dangerous occurrences to their Headteacher or Head of Faculty or area of working.

2.5 Duties of All Employees

[including temporary and volunteers]

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

- act in the course of their employment with due care for the health, safety and welfare of themselves, other employees and other persons;
- observe all instructions on health and safety issued by the School or any other person delegated to be responsible for a relevant aspect of health and safety;
- act in accordance with any specific H&S training received;
- report all accidents in accordance with current procedure;
- co-operate with other persons to enable them to carry out their health and safety responsibilities;
- inform their Line Manager of all potential hazards to health and safety, in particular those which are of a serious or imminent danger;
- inform their Line Manager of any shortcomings in the School's health and safety arrangements;
- exercise good standards of housekeeping and cleanliness;
- know and apply the procedures in respect of fire, first aid and other emergencies;
- co-operate with any annual Health & Safety audit and the Enforcement Officers of the Health & Safety Executive;

- all part-time staff must sign in/out in the Register (held on Reception) on entering/leaving the building. All full-time staff must sign in/out if they are not working their normal contracted hours;
- must wear identity badges at all times;
- must sign in/out during holiday working times;
- 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 purchase are considered;
- staff with delegated responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The member of staff's immediate line manager must approve such re-assignments.

2.6 School Health and Safety Co-ordinator (Business Manager with delegation to the Premises Manager)

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

- to co-ordinate and manage the annual risk assessment process for the school;
- to co-ordinate the annual general workplace monitoring inspections and performance monitoring process;
- to make provision for the inspection and maintenance of work equipment throughout the school;
- to manage the keeping of records of all health and safety activities;
- to advise the Headteacher of situations or activities which are potentially hazardous to the health and safety of staff, students and visitors;
- to ensure that staff are adequately instructed in safety and welfare matters in connection with their specific work place and the school generally;
- carrying out any other functions devolved by the Headteacher or Governing Body.

2.7 Students

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

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

2.8 Hirers, Contractors and Others:

All contractors who work on School premises are required to identify and control any risks arising from their activities and inform the Headteacher or Premises Manager of any risks that may affect staff, students and visitors.

All contractors must be aware of the School's Health & Safety Policy and emergency procedures which will be outlined by a member of the Site Team and comply with these procedures at all times.

In any instances where the contractor creates hazardous conditions and refuses to eliminate them or to take action to make them safe, the Headteacher or their representative will take such actions as are necessary to protect the safety of staff, students and visitors.

2.9 Visitors, Members of the Public and Volunteers

Visitors and members of the public are requested to co-operate with the health and safety arrangements put in place by the school to protect them when using the school premises or land.

Where volunteers are employed to undertake work on behalf of the School they will for all intents and purposes be regarded as employees (see above). Line managers will have responsibilities for undertaking, in particular, thorough risk assessment and implementation of control measures, together with ensuring that volunteers have received adequate information, instruction, training and supervision for the tasks they will be undertaking.

All visitors must sign in/out at Reception on entering/leaving the building.
They are to wear visitor badges at all times and must not be left unaccompanied at any time.

2.10 Offsites visits co-ordinator (TVE/SMCS Oversight lead)

The TVE lead ensures that in liaison with the trip organiser, school protocols regarding trips are followed and where appropriate recorded with the SHE unit at Shire Hall. Any concerns about the safety of trips is raised and addressed before the trip takes place.

PART THREE: GENERAL ARRANGEMENTS

Health, Safety and Welfare

The following procedures and arrangements have been established within our school to minimise health and safety risks to an acceptable level.

3.1 Accident Reporting, Recording and Investigation

The school will report and investigate accidents, incidents and near misses.

All staff will report accidents and incidents to their Line Managers who are to investigate such incidents and identify and implement means to prevent a recurrence.

All staff are required to co-operate with an investigation of such incidents and assist with the implementation of changes to prevent a recurrence.

Incident Forms will be completed and follow the normal procedures. The First Aid Officer or The Health and Safety Co-ordinator, as appropriate, will report incidents, if necessary, to SHE Assure accident database.

3.2 Alcohol and Drug Abuse

Staff attending work while under the influence of alcohol or drugs creates an unprofessional image of the school and increases the risk of accidents to themselves, colleague's and students. Staff who are deemed to be under the influence of non-prescribed drugs or alcohol will be excluded from work and will be subject to the schools disciplinary procedures.

The school has a Drugs Education and Management Policy which is available to all staff via the school platform, this includes alcohol.

3.3 Asbestos

To minimise risk from asbestos containing materials on the school's premises, the school will maintain a safe and healthy environment by:

- complying with all regulations and HSE guidance concerning the control of asbestos;
- removing asbestos containing materials where the risk to building users is unacceptable;
- to have a named officer (the Premises Manager) who will have responsibility for maintaining the register in compliance with The Management of Asbestos under the Control of Asbestos Regulations 2012 and through an Asbestos Management Plan;
- Where necessary, communicate to all staff and visitors, where asbestos containing materials are located on the site.

The asbestos register is kept in the cupboard behind reception and the last survey was carried out by Maylarch in April 2016.

3.4 Bus Duties

Pupils who board the school bus are supervised by teaching staff at the beginning and end of the day. 6th form prefects also help with duties. All duty staff have a high viz vest. Buses come onto the school site to drop off and pick up pupils and move off when safe to do so in line with the bus departure protocols.

3.5 Cleaning

Cleaning is undertaken by contractors, Purgo Cleaning, who are monitored by the school Business Manager.

All waste is disposed of according to appropriate health and safety guidelines. Deep cleaning in the kitchen is undertaken by the kitchen contractors, Aspens, in the summer holidays and the school food technology rooms are deep cleaned annually in the school holidays.

The school ensures general cleanliness, appropriate waste disposal, safe stacking and storage. Any issues identified by staff are reported via site issues tab on sharepoint.

Waste services are managed by GPT Ltd. They manage contractors for food, general, re-cycling and confidential waste.

3.6 Contractors

All Contractors must sign in at Reception and the Premises Manager will advise on any Health and Safety issues. The Premises Manager is responsible for:

- checking the competence of contractors and visiting workers (competence can be judged from experience, recommendation, pre-selection evaluation taking into consideration nature and scale of the works required) and checking insurance details;
- examining risk assessments as appropriate to check that contractors and others have correctly interpreted any site specific conditions, etc
- having clearly identified personnel who are points of contact for contractors and visiting workers;
- having all significant and unusual hazards and risks on site clearly identified;
- exchanging information on hazards and risks;
- all contractors must have a booked appointment to attend site unless they are required to respond to an emergency.

Chosen Hill School Premises Manager is responsible for arrangements for monitoring and controlling works in progress. Key areas to focus attention are:

- segregation of traffic and pedestrians;
- segregation of contractors and occupants of the school (where possible);
- safe systems of work to ensure that works undertaken within occupied areas of the premises are adequately controlled;
- implications on fire precautions due to possible increased risk and interference with fire alarm;
- the safe system and routes of evacuation.

Chosen Hill School Premises Manager will:

- provide visitors with copies of appropriate hazard registers such as the asbestos register;
- inform contractors about hazards on site;
- ask Contractors about the hazards and risks which they are bringing on site (e.g. creating noise, dust, fumes);
- ask Contractors about any possible interference with normal working practices (e.g. re-routing of emergency escape routes);
- control access so that contractors know who may also be working on site;
- sign-off/work sheet.

For larger scale building projects a pre-meeting will take place with the contractor, Business Manager and the Premises Manager to agree timescales and all health and safety issues identified above. The school will exercise its duties as a client in terms of the requirements of the construction, design and management (CDM) regulations 2015.

3.7 Curriculum Safety (including extended schools activity/study support)

The school recognises that Programmes of Study require that students should be taught how to identify and reduce risks in the way that they work. A balance must be achieved between independent learning and the necessary supervision to ensure safety.

The Headteacher is ultimately responsible for ensuring the relevant risk assessments are in place for all curriculum activities where there is a potential risk to staff and students. The member of staff delivering the curriculum activity must ensure the relevant risk assessment is created and retained.

Faculty Leaders and teaching staff will ensure that they are familiar with all risks which might arise from the tools, equipment, materials and processes they plan for students to use. All guidance material will be reviewed where available CLEAPS, AfPE (formally BAALPE) DATA and county procedures and guidance.

All support staff must be appraised of the safety procedures and practices relating to any of the activities that they support.

Schemes of Learning will be reviewed to assess the risk in all activities in order to determine:

- where close supervision is required
- suitable group size
- suitability for whole class participation
- where particular skills need to be taught
- personal protective equipment (PPE)
- levels of hygiene required

3.8 Drugs & Medications

Parents have the prime responsibility for their child's health and should provide the school with information about their child's medical condition. This information will be stored on the school's Management Information System (SIMS). Parents, and the child if appropriate, should obtain details from their child's General Practitioner (GP) or paediatrician, if needed. The school nurse and specialist voluntary bodies will be approached to provide additional background information for staff.

There is no legal duty requiring school to administer medicines. However, the school recognises that students with medical needs have the same rights of admission to a school as other students.

Staff must notify the First Aid Officer immediately if they believe a student is carrying any unauthorised medicines/drugs.

The school has adopted the DfE guidance Supporting Pupils at School with Medical Conditions.

For more complex needs the school has adopted the DfE and Council For The Disabled Students Including Me Link: –www.councilfordisabledchildren.org.uk/

3.9 Electrical Equipment [fixed and portable]

The Premises Manager will arrange and record that:

- all portable electrical equipment will be inspected (PAT testing) in accordance with guidance available from HSE by an authorised body. The PAT register will be kept by the Premises Manager;
- regular inspection of all equipment to detect visible signs of damage, obvious faults or deterioration rests with the user, or in the case of equipment used by students with the classroom teacher;
- equipment found to be unserviceable, or of doubtful serviceability, must be taken out of service, labelled correctly and locked away. The defect should be reported to the Premises Manager;
- staff should not bring into school and use their own electrical equipment unless it has been tested by the Site Team. A request to have equipment tested should be made via the Site Team Helpspot;
- all fixed electrical checks will be carried out in accordance with statutory guidance (every five years). All records are held by the Premises Manager. The last check was carried out in July 2020 by CF Roberts.

Any person carrying out any electrical work has the appropriate technical knowledge, training and information to enable them to work safely

3.10 Emergency Procedures (Crisis Management)

The school has a separate protocol for managing a Crisis, which should be followed in the event of:

- people related issues – major accidents, epidemics, abductions or acts of extreme violence in which there is clearly a risk of serious injury;
- premises issues – fire, explosions, floods, subsidence;
- technological – computer related issues.

3.11 Expectant Mothers

Female staff are advised to inform the Headteacher as soon as possible for Health and Safety purposes and in writing when pregnancy has been confirmed so that the risk assessment can be reviewed. Some hazards in the workplace may affect the health and safety of new and expectant mothers and their children. Copies of the specific risk assessment will be signed, filed and reviewed if circumstances surrounding the pregnancy alter in any way.

3.12 Fire Precautions & Procedures

Chosen Hill School will follow the guidance Fire Safety Risk Assessment - Educational Premises issued by The Department for Communities and Local Government (DCLG). This was last carried out by GCC SHE unit in May 2019.

The Premises Manager is responsible for implementing the Fire and Emergency Management Plan by:

- detailing any significant findings from the fire risk assessment and any action taken;
- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
- testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
- recording of false alarms;
- testing and maintenance of emergency lighting systems;
- testing and maintenance of fire extinguishers, fire blankets etc;
- recording and training of relevant people and fire evacuation drills – training received by staff is held in centralised CPD records. Drill records are stored by the Premises Manager;
- planning, organising, implementation, monitoring, audit and review;
- maintenance and audit of any systems that are provided to help the fire and rescue service;
- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors;
- all records to be kept in the Premises Fire Safety Log Book which can be found in the Premises Manager's office;

In creation of the Personal Evacuation Plans (PEEPS) consideration is given for safe evacuation of disabled or differently abled students/staff in the event of an emergency. Agreed school protocol is to reschedule lessons for affected students/staff to avoid upper storey use where the PEEP identifies that use of an evac chair may not be appropriate.

3.13 First Aid and Supporting Students with Medical Needs

The school will follow the statutory requirements for first aid and provide suitably trained first aid staff. Lists of qualified staff are displayed in school. Locations of first aid kits are detailed and available and first aid kits are regularly checked to ensure they are in date and sufficient quantities by the Head of First Aid.

All incidents which result in First Aid treatment being required will be recorded (on school's Management Information System (students and staff) and Accident Book (visitors and contractors)) and will be investigated by the Health and Safety Officer or delegated to a suitably qualified staff member in an attempt to prevent re-occurrence. All staff are instructed to report such occurrences immediately to the First Aid Officer who will make an entry in SIMS. All incidents or accidents at work for staff and/or further medical treatment needed will be reported to SHE who will then create a RIDDOR report if required.

All injuries to Visitors &/or Contractors will be entered into the Accident Report Book (located in the First Aid Room), reported to the H&S officer for investigation if needed and reported to SHE if needing further medical treatment.

The guidance issued by the DfE on first aid for schools has been adopted by the school. The school has a medical and first aid policy which includes the administration of drugs.

The school follows guidance produced by the Health Protection Agency in Guidance on infection control in schools and other Child Care Settings

3.14 Gas Appliances

All Gas appliances are tested annually by qualified contractors. SK Heating service the main school heating system in November each year. The gas cookers in the school kitchen are checked annually by SK Heating.

3.15 Glass and Glazing

The Premises Manager should ensure a Glazing survey has been undertaken with an action plan created and the relevant remedial work undertaken.

All new doors, windows and side panels should be fitted with safety standard glass as standard practice.

All glass in existing doors windows and side panels should be subject to continual assessment where the glass has been identified as being of low standard. Where relevant this glass will be covered in plastic film. All Glazing in Fire doors should be fitted with fire rated sealant.

Glazing is checked by the Site Team with regular inspections. Any broken glazing is reported immediately to the site team who will make it safe and organise any repairs.

3.16 Hazardous Substances

GCC SHE Procedure SHE/Pro/3 Control of Hazardous Substances (COSHH) has been adopted in respect of managing hazardous substances.

Where hazardous substances are used, Faculty Leaders or line managers themselves, or a designated employee, will undertake a Control of Substances Hazardous to Health (COSHH) risk assessment and adopt a hierarchy of control measures seeking to eliminate or substitute risk first and foremost.

All staff are reminded that no hazardous substances should be used without the permission of the Headteacher/Premises Manager. The Premises Manager must be notified and will complete a risk assessment for any approved products.

Dust and fumes in the practical curriculum are controlled by Local Exhaust Ventilation (LEV). No member of staff or student should be at risk through exposure to hazardous substances used or created in the practical curriculum. Inspections of fume cupboards and LEV are carried out annually and organised by the Premises Manager.

3.17 Handling & Lifting

Activities that involve significant manual handling shall be risk assessed and where appropriate, training provided for staff. Training received by staff is held in centralised CPD records.

Managers are responsible for assessing the appropriate approach to handling tasks and may seek professional advice from the SHE Unit and Occupational Health as necessary.

Individual plans are in place for students in wheelchairs and whom require staff to lift them. Training has been given to all staff who have to move children.

Students are not allowed to move or lift any heavy or unwieldy furniture or equipment.

3.18 Inclusion

The Headteacher is responsible for ensuring that there are adequate facilities and support staff to ensure the health, safety and welfare of any student with physical disabilities.

All staff must be given any information about a student's needs and receive such training as is necessary for them to be able to support the student's learning, social and personal needs.

The SENCO and Deputy Headteacher (SEND Oversight) must ensure that all risk assessments for curriculum activities are adapted as necessary and risk management plans are kept up to date.

3.19 Legionella and water supply

An effective water hygiene management system is in place to control the risks of legionellosis to staff and members of the public. The Site team have a clear understanding of their duty and have undertaken training in water hygiene awareness. Copies of certificates are held centrally. Temperature checks are carried out every month, shower heads are cleaned quarterly and outlets flushed every week. Records are kept up to date by the Premises Manager and checked by the Business Manager. The Business Manager has received Responsible person training.

The last risk assessment was carried out by G.E.S in December 2018.

3.20 Lettings/shared use of premises

The school has a lettings protocol which sets out the duties of the school and the hirer. This is signed and copies kept together with any applicable risk assessment. The school will ask for public liability insurance for all lettings to clubs and businesses. Personal lettings are covered under the schools insurance policy with the RPA.

3.21 Out of hours working

All staff working during holidays or out of hours must sign in and out on the register (held in Reception) on entering/leaving the building.

Line managers will ensure that lone working is risk assessed and that appropriate control measures are put in place to mitigate those risks.

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety. Ref: Lone Working Policy – See Appendix 2

3.22 Maintenance / Inspection of Equipment

Guidance issued by corporate building services on servicing, testing or inspection is followed, and records kept by the Site Manager. A list of suppliers and dates of inspection is held by the Business Manager and Premises Manager

All faulty equipment must be taken out of use and reported to the Site team as soon as possible.

3.23 Noise

The school is aware of its responsibility for assessing the risks of noise and where noise is identified as a significant risk the school ensures appropriate control measures are in place.

The Site team are provided with ear defenders when using any machinery such as grass cutters. Separate risk assessments are included for use of machinery in DART by pupils and staff and appropriate PPE is provided.

3.24 No Smoking/Vaping

The whole of the school site is designated a no smoking/vaping area.

All school staff, students, parents and visitors are informed and signs are on display at main entrances to the school site.

3.25 Personal Protective Equipment (PPE)

Line managers will assess on the basis of risk assessment and COSHH assessments the need for PPE.

Where it is assessed that PPE is required it shall be appropriately selected and provided. A record should be held by the Premises Manager in respect of Site PPE or the Head of Faculty of any expiry dates to ensure equipment is replaced when necessary.

Staff are responsible for ensuring that PPE is used where necessary, both for themselves and students.

Any member of staff or student who refuses to use the PPE provided will be excluded from the activity and subject to disciplinary action.

3.26 Playground Supervision

Risks have been assessed and procedures in place to minimise any hazards. The play areas are regularly checked by the site team for hazards.

Student arrivals before school, student departures after school and breaktimes are supervised by staff on a rota basis and by year 11 Prefects. Lunchtime is supervised by SLT and a team of midday supervisors.

Areas are kept separate where possible for ball games and eating. All incidents are reported to the member of SLT on duty.

3.27 Risk Assessments

The SHE Procedure SHE/Pro/2 Risk Assessment should be followed as guidance to the risk assessment process.

Risk assessment is the responsibility of the schools' management at a variety of levels. Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded. Records will be stored in the Premises Manager's office.

Risks should be assessed in a manner that ranks them by severity/probability for prioritisation and control measures identified and put in place that are proportional to the level of risk. The outcome of the risk assessments should be recorded and communicated to those affected and maintained on records of the establishment or service area. Risk assessments will be reviewed periodically or where there is a change in circumstances following an accident/incident or change in legislation.

3.28 School Trips/Off-Site Visits

The school complies with DfE and GCC SHE Unit guidance on educational visits and school

journeys. Any trips and visits should follow the Trips, Visits and Events policy and protocols.

The named competent person nominated as an Educational Visits Lead will act in accordance with Trips and Visits procedure: See Appendix 2 (Trips and Visits).

3.29 School Transport

Where staff are required to drive as part of their job, line managers/Heads of Faculty will detail any significant findings from the risk assessment and any action taken. Drivers should have business use on their insurance and vehicles should be roadworthy.

All minibus drivers will have a 6 monthly check of their drivers licence by the Business Manager to ensure its validity and check any endorsements. All drivers have D1 on their licence and undertake MIDAS training. MIDAS training records will be held centrally in CPD records. Drivers must adhere to the schools' minibus user's guide.

School minibuses are checked every 10 weeks for safety by Castle minibus and also checked weekly by Site Staff. Drivers report any defects to the Site Team, who will take any action necessary to ensure the buses are fit for purpose.

3.30 Security arrangements and intruders

The school site is protected by CCTV and intruder alarms. The alarm is dealt with by Glevum security if its activated outside school hours. The alarms are maintained by Stroud Alarms and a CCTV policy is in place. Appropriate signage is displayed around the school.

Access to the site is controlled by locked gates and entry is by authorised access from reception during school hours.

3.31 Slips, Trips and Falls

The school recognises the main cause of accidents is slips, trips and falls. It is the responsibility of the teacher to ensure that their classroom has clear traffic routes and that exit routes are kept clear. The Site team ensure regular inspection of communal areas and all hazards, obstructions, spillages, defects or maintenance are reported to the Site team via their log an issue button on sharepoint. All staff are expected to be vigilant and aware of hazards.

3.32 Snow and Ice Gritting

Adequate arrangements are in place to minimise risks from snow and ice on site. A risk assessment has been carried out and an emergency plan developed to determine what type of action needs to be taken during adverse weather. There is suitable storage for grit/salt and tools and sufficient supplies are available.

The Site team is responsible for keeping the site clear and have received manual handling training and have sufficient tools to do the job. A protocol for the management of snow and school closure is in process.

3.33 Staff Consultation

The Governing Body, through the Headteacher, will make arrangements for full and proper consultation with staff on health and safety matters. A Health and Safety committee will be set up to include staff and a Governor representative.

3.34 Staff Health and Safety Training and Development

Line managers/Heads of Faculty within the school will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held centrally in individual training files, which are stored with CPD records.

Line managers/Heads of Faculty will be responsible for ensuring certificates do not expire and will organise re- training as and when necessary. This 'training needs' analysis will be reviewed on an annual basis or on the introduction of new legislation.

Where new jobs or tasks come on stream or where there are changes in health and safety legislation training and competency issues line managers/heads of faculty will be addressed as a matter of priority.

3.35 Staff Well-being / Stress

Managers will include workplace stress as part of the risk assessment process identifying areas of concern e.g. workload, emergency call out, job security etc. and implement appropriate control measures, so far as is reasonably practicable.

Where workplace stress arises, managers will deal with the issue in a sensitive and constructive manner using all available means to manage stress and assist staff.

The School has a mental Health and Wellbeing Policy

3.36 Use of Display Screen Equipment (DSE)

The school will adhere to the GCC Corporate policy, guidelines and procedure SHE/Pro/5 – Working with Display Screen Equipment.

Line managers/Heads of Faculty will ensure that DSE workplace assessments are conducted for all eligible users and that suitable arrangements are made for training, eyesight tests and organisation of daily work routine.

DSE assessments will be reviewed annually or where equipment changes, office layouts change or when there is a staff change.

3.37 Vehicles on Site

- will adopt a 5mph speed limit;
- wherever possible avoid same-access for all;
- will park in designated parking areas;
- where possible pedestrian and vehicle routes will be segregated.
- Vehicle access is controlled via the gates and only authorised vehicles are allowed on site.

3.38 Violence on School Site/School Security

Risks to personal security, premises and property will be assessed through the risk assessment process. Security in the school is the responsibility of Headteacher and Governing Body who will liaise with their local Crime Prevention Officer.

New fencing completed in 2018 has increased site security and security for students and staff during the day by locking down the site and giving control over who can enter the site at any given time. Entry will be controlled by ID cards and cameras/buzzers.

Managers/Heads of Faculty are responsible for assessing the risks of violence to staff.

Where violence is identified as significant risk, line managers will ensure that appropriate control measures are put in place.

Staff must report incidents of violence and aggression in the same manner as accidents. All incidents will be recorded and held centrally on Management Information System (MIS) and reported on the SHE assurance system with GCC. Student safety is managed through the school Behaviour Management and Safeguarding Policies.

3.39 Working at Height

Line managers/Heads of Faculty will ensure that working at height is risk assessed in accordance with SHE Unit guidance and that appropriate control measures and training are put in place to mitigate those risks. Training is provided for working at height to site staff, IT and technicians as appropriate

Staff themselves have a responsibility to ensure their own health and safety and assist in the operation of any systems designed to provide for their safety.

Staff are reminded that “working at height” applies to all activities which cannot be undertaken whilst standing on the floor. Standing on desks, chairs or other furniture is not permitted under any circumstances.

Documented equipment checks are carried out every 6 months and any damaged equipment is clearly labelled until repaired or disposed of as required. Equipment is stored appropriately and locked away if necessary.

3.40 Work Experience

In the process of organising and monitoring work experience placements, the school takes account of the Health and Safety Executive’s guidelines for both work experience organisers and for employers of young people.

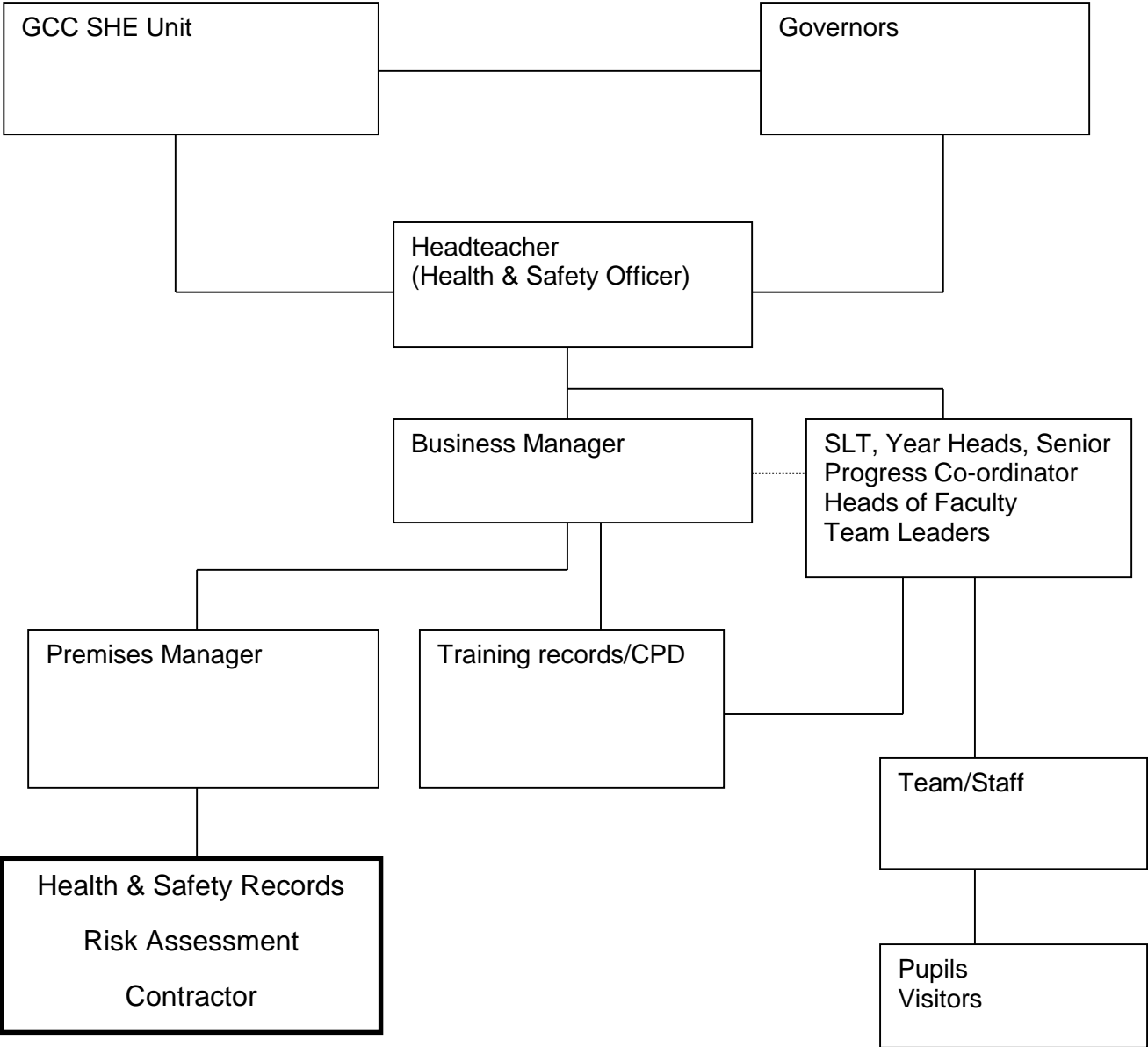
All placements are required to fill in a health and safety check list and these are rated as to risk. Any high risks are referred to an appropriate body for checking with regards to health and safety.

3.41 Workplace Inspections and Premises Risks

The school requires every member of staff to undertake a workplace inspection at the start of each academic year, using the Health & Safety Room Checklist documentation. These inspections will be completed under the direction of the Premises Manager.

The Premises Manager will ensure that hazards associated with the premises are monitored and controlled.

Appendix 1: HEALTH & SAFETY RESPONSIBILITY CHART



Appendix 2: Key Policies Information

Chosen Hill School accesses Health & Safety advice and guidance from Safety Health and Environment (SHE) Unit at Gloucestershire County Council:

Safety Health & Environment (SHE)

Shire Hall
Westgate Street
Gloucester
GL1 2TG
United Kingdom

E-mail: she@gloucestershire.gov.uk

Telephone: 01452 425350

www.gloucestershire.gov.uk/she

* Advice and guidance on management of asbestos in schools is available on the HSE website (<http://www.hse.gov.uk/services/education/asbestos.htm>)

** HSE guidance on electrical safety and portable equipment safety: <http://www.hse.gov.uk/electricity/hse.htm>

<http://www.hse.gov.uk/electricity/electricequip.htm>

Other related Policies

- TVE Policy
- Asbestos management
- Legionella Protocol
- Minibus users guide
- Drugs education & management
- First Aid policy including administration of medicines
- Crisis management
- Snow protocol
- Fire procedures
- Lone working
- Letting policy