

St Gregory the Great Catholic School

A Specialist Music College

Health, Safety and Welfare Policy



Leadership Team member:

Governor Committee:

Date policy adopted:

Approved by:

Headteacher

Chair of Governors

PREFACE:

We aim to ensure that both safety and health are managed with wisdom, justice, compassion and integrity.

In practice this means the Governing Body must rely on the experience and insight of risk assessors at local and group levels. Where these are applied with integrity we give our unreserved support for these judgements regardless of what occurs.

The aim of risk management is to manage risks to real individuals proportionately i.e. balanced against the purposes of the school (e.g. education).

What we expect to see:

- A systematic approach with the appropriate level of evidence generation.
- Annual external audit will not be regarded as sufficient, but may help highlight where systems have failed.
- Evidence that risk management has enabled the school to fulfil its purposes.

INTRODUCTION:

The following Safety and Health Policy has been formally adopted by the School's Governing Body and should accompany and complement that of the LEA. This policy conforms to the legal framework set out in four key acts of parliament. However, this policy is not definitive and as such should not be taken as an authoritative interpretation of the law:

- *The Health and Safety at Work Act 1974* (HSW Act) gave employers a legal duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work. It also required all staff, including supply staff and contractors working on the School premises, to conduct themselves in a manner in which they pose no risk to their own or any other person's Health and Safety. 'Other persons' includes staff, pupils, and visitors to the School.
- *The Management of Health and Safety at Work Regulations 1992* required employers to assess the risks to employees and to make arrangements for their health and safety by effective:
 - i. planning;
 - ii. organisation;
 - iii. control;
 - iv. monitoring and review.

The risks covered should, where appropriate, include the need to protect employees from exposure to reasonably foreseeable violence.

- *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)* required employers to notify their enforcing authority in the event of an accident at work to any employee resulting in death, major injury or incapacity for normal work for three or more days. N.B. This includes an act of non-consensual physical violence done to a person at work.
- *The Safety Representatives and Safety Committees Regulations 1977 (a)* and *The Health and Safety (Consultation with Employees) Regulations 1996 (b)* required employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. Employee representatives, either appointed by recognised trade unions under (a) or elected under (b) may make representations to their employer on matters affecting the health and safety of those they represent. Management systems for Health & Safety must be clearly documented and understood by all staff. The School has adopted appropriate and consistent terminology in all our safety documentation as recommended by the Health and Safety Executive. The Governing Body recognises that achieving and maintaining high standards of safety requires that the School's management, staff, pupils, visitors and contractors are aware of and discharge their respective responsibilities.

N.B. For the purposes of this policy the term **staff** is used to refer to all full and part time staff (teaching and non-teaching) and includes, helpers/volunteers and staff on temporary or fixed term contracts.

AIMS

The Governing Body believes that by effectively implementing this Health, Safety and Welfare policy they can achieve the following aims:

- to provide a safe and healthy working and learning environment for staff, pupils, visitors and any other person using the school premises or facilities.
- to create an organisational structure and a culture in which risk assessment and control become routine and in which we accept that the quality of management can affect the number of accidents and incidents of ill health and stress;
- to create an organisational structure and a culture in which staff and pupils have the required safety skills and access to detailed Health and Safety information This should significantly contribute towards the education of the pupils (as detailed in the National Curriculum 2000) and the professional development of the School's staff.
- to provide appropriate resources to support Health and Safety matters;
- to regularly monitor and review the School's provision for, and record on, Health and Safety and thereby improve performance.

SECTION 1 RESPONSIBILITIES

There are three different levels for the allocation of functions/responsibilities for employees with respect to Health and Safety – these functions/responsibilities should be detailed in an employees contract. In addition to these three levels there are other people with responsibilities who are not employees, e.g. Governing Body and Safety Representatives.

Level 1 - The Headteacher:

Level 2 - Subject Leaders/Heads of Site

Level 3 - Teachers/technicians/cleaners/maintenance staff:

For details of the various responsibilities for each level see later sections.

a). The Governing Body

The Governing Body and the Finance and General Purposes Committee of the Governing Body, in consultation with the Headteacher, will make arrangements for:

- producing and maintaining effective policies concerning the organisation and arrangements for the provision of a safe and healthy working/teaching/learning environment. The policies should detail the School's current command, control, coordination and communication systems for the management of health and safety issues.
Policies should be in compliance with, or improve upon:
 - i. statutory requirements;
 - ii. codes of practice - whether statutory or advisory;
 - iii. guidance - whether statutory or advisory.
- providing, monitoring and reviewing safe systems of working to ensure, so far as is reasonably practicable, the health and safety at work of all staff/pupils, e.g.
 - i. a school safety committee is established and meets regularly;
 - ii. adequate risk assessments are undertaken and any risks/ hazards are identified and addressed with the aim of minimising any risks to staff, pupils and others. All risks should be identified and evaluated, particularly those related to
 - a. accidents;
 - b. health and security of pupils and staff;
 - c. the security of property and premises;
 - d. school sponsored activities (including work experience);
 - e. pupils' behaviour.
 - iii. information provision and reporting arrangements are annually reviewed to ensure that they provide effective command, control, co-ordination and communication systems. N.B. such systems should also enable out of hours reporting of accidents/near misses and facilitate the summoning of assistance.

- ensuring that responsibilities are assigned and providing adequate information and training on health and Safety at work and fire prevention. The information and training should ensure that all employees, pupils, hirers, contractors, visitors and others follow the School safety procedures and are able to carry out their duties in a safe manner without placing themselves or others at risk.. Staff are given information by, e.g.:
 - i. the inclusion of this policy in the staff handbook (all staff have a personal copy);
 - ii. Health and Safety notices are displayed at the following points within the School:Foyer, Hall, Office, Notice boards, Entrance areas, Library, Gym, Changing Rooms, Staff/Community toilets.
- liaising with the LEA, Health and Safety Executive and other official bodies with the aim of improving all aspects of Health and Safety at work. The Governing Body will enable officers of the LEA, or their agents, to carry out risk assessments in respect of landlord items.
- establishing, practicing and maintaining effective emergency evacuation procedures. If the School is used for community activities outside of the School day variations to emergency procedures will apply. These are included in this policy as an Appendix.
- It is advisable to work closely with the Fire service in such a case and comply with all of their requirements, e.g. a sign for the position of the nearest working phone should be prominent. The fire warning signal is a continuous **ringing** of the specific fire bell/siren. (See Appendix for Fire Arrangements, and for location of fire extinguishers and for break glasses and location of zone panel.)
- maintaining the cleanliness and state of repair of the building.
- providing safe plant, equipment and systems of work.
- providing safe means of entry and exit to the school premises for staff and pupils.
- providing safe arrangements and facilities for the handling, storage and transport of articles and hazardous substances – to include managing and maintaining the use of personal protective equipment.
- providing required safety and protective equipment and clothing together with associated guidance, instruction and supervision.
- providing adequate statutory first aid facilities.
- providing consultative measures to monitor and review the effectiveness of Health and Safety measures.
- providing adequate welfare and support facilities for staff and pupils.
- carrying out detailed reporting and investigation of all accidents and dangerous occurrences to persons and/or property to prevent a recurrence. This includes notifying the LEA and the Health and Safety Executive of any major accident or dangerous occurrence.

N.B. The committee with a special interest in Health and Safety is Finance and General Purposes Committee.

b). **The Headteacher** as an employee has the same general personal responsibilities as all other members of staff (level 3) as detailed later. However, the Headteacher is the School's Key Manager for Health and Safety and as such takes day to day responsibility for all Health & Safety matters in the School. The Headteacher also has specific legal responsibilities to:

1. ensure that the School displays the Health and Safety Executive's (HSE) statutory notice (ISBN 0 7176 2493 5) detailing Health and Safety Law and local HSE contact numbers in several appropriate locations.
2. monitor and take reasonable practicable steps to instigate, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, pupils, visitors and any other person using the premises or engaged in activities sponsored by the school (including visits).
3. monitor the provisions for first-aid and welfare and the effectiveness of the safety management communication structure in conjunction with the Governing Body.
4. take all necessary and appropriate action to ensure that the requirements of all relevant legislation, codes of practice and guidelines are met in full and at all times.
5. encourage staff, pupils and others to promote Health & Safety and to suggest and implement practices and procedures which reduce risks and discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.

6. ensure that any defects on the premises, its plant, equipment or facilities which relate to or may affect the Health & Safety of staff, pupils and others are made safe without delay. This may involve authorising remedial work, taking equipment out of use, instigating new procedures, etc.
7. report termly on Health and Safety to the Governing Body and to liaise with the Governors/LEA on Health and Safety issues, e.g. the Headteacher must inform the Governors and the LEA if there are problems in implementing the Health and Safety policies.
8. ensure that risk assessments are undertaken whenever necessary in order to identify and eliminate potential hazards. Risk assessments should be regular and relate to premises, methods of work and all school sponsored activities. It is particularly important that following changes in circumstances or personnel risk assessments are conducted out of the regular cycle.
9. carry out periodic reviews and safety audits on findings of the risk assessments.
10. collate accident information and instigate an accident and/or incident investigation where appropriate.
11. assign clear safety functions to senior members of staff, subject leaders, class teachers and others (levels 2 and 3) as appropriate.

N.B. The Headteacher may appoint another Senior Member of Staff as the School's Health and Safety Co-ordinator. However, the Headteacher still retains an overall legal responsibility for the implementation of the School's health, safety and welfare policy.

12. act on reports received from level 2 staff and Safety Representatives within agreed timescales and report problems to the LEA.
 13. consult with members of staff, including the safety representatives, on Health & Safety issues via the school safety committee.
 14. chair the school safety committee.
 15. identify the training needs of staff and pupils and make recommendations to the Governing Body on the required resources for implementing a suitable training programme.
- c). **Supervisory staff (level 2)** are defined as those having curriculum responsibilities or representing non-teaching, community staff or those who have buildings responsibilities and who manage safety in those areas on a day to day basis. Supervisory staff are directly responsible to the Headteacher and as employees have the same general personal responsibilities as all other members of staff (level 3) – see later. However, they also have specific responsibilities for:
1. the overall day-to-day responsibility for the correct implementation and operation of the School's Health & Safety Policy and other regulations, rules, procedures and Codes of Practice in their specific area of responsibility.
 2. instigating, monitoring, maintaining and developing working practices, procedures and conditions which ensure the Health, Safety and Welfare of all staff, pupils, visitors and any other person using their area of responsibility.
 3. drawing up a Health and Safety policy for their area which:
 - requires planning and risk assessment before a lesson starts.
 - controls the Health and Safety by regular checks.
 - monitors and reviews Health and Safety, e.g. procedures for reviewing risk assessment and safety.
 - is reviewed annually.
 - arranges for staff, pupils and others under their management receive appropriate information and training regarding Health , Safety and Welfare. N.B. this is particularly important when staff join the department, etc.
 - creates an atmosphere which encourages staff, pupils and others to:
 - i. achieve the highest possible standards of Health and Safety;
 - ii. promote Health & Safety;
 - iii. suggest and implement practices and procedures which reduce risks;
 - iv. discipline those who consistently fail to consider their own Health, Safety and Welfare or that of others.

Specific Areas: Persons Responsible:

In particular Supervisory staff (level 2) should ensure that:

1. safety inspections are regularly made of their area of responsibility during directed time.
2. appropriate remedial action is taken whenever necessary to ensure the Health, Safety and Welfare of all staff, pupils and others.

3. all plant, machinery and equipment in their working area is in good and safe working order and adequately guarded. Guards must not be damaged or removed.
4. supervision, and end of day/lesson procedures prevent the unauthorised and improper use of all plant, machinery and equipment in their area of responsibility.
5. appropriate protective clothing and equipment (staff and pupils), first-aid and fire fighting appliances are present, maintained and functioning properly for their area of responsibility.
6. ensure that all chemicals and substances are the subject of a written risk assessment, correctly used, stored and labelled – especially toxic, hazardous and/or highly flammable substances.
7. all Health and Safety signs in their area of responsibility meet the statutory requirements.
8. all Health & Safety information is communicated to their staff in the manner prescribed in this policy.
9. they report any concerns relating to Health & Safety to the Headteacher (level 1) and/or safety representative.
10. act on reports received from level 3 staff within agreed timescale and report problems to level 1 and Safety Representatives.

d). **All staff** have specific responsibilities for Health and Safety as described below.

1. All staff must be familiar with the requirements of:

- the Health & Safety at Work Act 1974;
- the Management of Health and Safety at Work Regulations 1992;
- the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995;
- this Health & Safety Policy and all safety regulations as laid down by the Governing Body.
- any other Health & Safety legislation and Codes of Practice which are relevant to their work.

2. All staff must take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work. To this end staff should practice, maintain and develop working practices, procedures and conditions which ensure the Health, Safety and Welfare of other staff, pupils, visitors and any other person in their charge, e.g. staff must:

- check that work areas and plant, machinery equipment are adequately guarded and in good/safe working order before, during and after activities.
- ensure that toxic, hazardous and highly flammable substances are correctly used, stored and labelled and that potentially hazardous equipment is carefully counted back at the end of the lesson, e.g. scissors, scalpels;
- ensure safe procedures are followed by all – including pupils and visitors;
- ensure 'the correct equipment/tool is used for the job' for the job and that protective equipment/safety devices are used by staff and pupils whenever appropriate, e.g. goggles, aprons, fume cupboard, etc;

3. All staff must co-operate with the employer in all matters concerning Health and Safety, e.g.

- staff must not interfere with or misuse anything provided for their Health, Safety and Welfare;
- staff must not make unauthorised or improper use of plant, machinery or equipment;
- staff must report all accidents and near misses using the established accident reporting procedure;
- staff should take an active interest in promoting Health & Safety and suggest ways of reducing risks;
- staff must report hazards or defects in the premises, plant, equipment or facilities initially to their level 2 manager and Safety Representatives.

e). **The safety committee**

Health and Safety (Consultation with Employees) Regulations 1996 (b) require employers to inform, and consult with, employees in good time on matters relating to their Health and Safety. The Governing Body and the Headteacher, have now established a Safety Committee which meets each term. Representatives on this committee cover all appropriate areas of work or special hazards and all safety representatives (appointed by accredited trade union or staff association) also have a place on the committee. The Safety Committee reports to the Governing Body/Headteacher/Education Department Safety Committee as requested.

f). **The Health and Safety Co-ordinator** is responsible for the day to day co-ordination of the School's Health and Safety Policy to include:

- regular inspections and risk assessments.
- liaising with contractors.

- initiating action on reported hazards and accidents.
- fire and emergency procedures.
- maintaining an accurate record of completed training on Health and Safety issues for current staff. Temporary, part-time and supply staff must be informed of their responsibilities and the school's agreed policy **prior** to the commencement of their duties.

g). **Health and Safety Representatives** - (no legal responsibilities at all). Any Safety Representative has the right to carry out his/her own inspections, investigations, and to make reports to the Headteacher. Facilities and resources should be made available to a safety representative in order that s/he can effectively perform the role. The School's Health and Safety Reps are appointed by recognised trade unions and are: Trade Union/Area Represented Safety Representative

h). **Hirers, contractors and others**

This section refers to use of the School premises/facilities for activities not under the direction of the Headteacher, e.g. for activities outside of normal school hours. In such cases the principal person in charge of the said activities will have responsibility for safe practices and must comply with the requirements of this section – this is the case even if the organiser of that activity is an employee. The Governing Body will carry out its responsibility for the control of premises/facilities by taking all reasonable steps to ensure that such persons are competent and determined to comply with statutory and advisory safety requirements and this Policy.

1. All hirers must have sufficient Third Party Liability insurance to satisfy LEA requirements.
2. All hirers, contractors and others using the premises/facilities, must:
 - be familiar and comply with this Policy and all Governing Body safety directives.
N.B. A statement pertaining to relevant Health & Safety issues accompanies any application for a letting;
 - take reasonable care of their own Health & Safety and that of any other persons who may be affected by their acts or omissions at work – including their own employees and the School's staff or pupils;
 - obtain the Governing Body's written permission to bring any equipment onto the school premises;
 - respect any capacity figures detailed on the lettings documentation;
 - be competent to perform the tasks being undertaken and ensure that the School or LEA has supplied them with the information they require about the work and the environment they will be working in.
 - respect the total ban on corporal punishment on the School premises – to this end hirers, contractors and others using the premises/facilities should report any pupil bad behaviour to teaching staff so as the matter can be dealt with in accordance with the School's discipline policy.
3. All hirers, contractors and others using the premises/facilities, must not:
 - alter fixed installations.
 - interfere with or remove fire/safety notices or equipment.
4. The Headteacher or their representative must take immediate appropriate action if the contractor creates a hazard and refuses to eliminate it or reduce it to a safe level. This may require the suspension of the work/contract and a request for the contractors to leave the premises.

SECTION 2 THE MANAGEMENT OF HEALTH AND SAFETY

There is a three stage management process in increasing Health and Safety for staff, premises and contents.

STAGE A Risk Assessment and planning before lessons - to include finding out if there is a problem or risk of a problem.

STAGE B Control/take action.

STAGE C Monitor and evaluate the implementation and effectiveness or otherwise of any preventative actions. To include procedures for reporting hazards/suspected hazards and those for reviewing risk assessments and safety in general.

STAGE A Risk Assessment:

We attempt to balance the desire to eliminate risk with the need to maintain a pleasant welcoming school environment with a minimal but acceptable level of risk. The best action to take, with

respect to increasing safety/security, will always be the complete removal of all hazards. However, in order to maintain a pleasant welcoming school environment we can only hope to eliminate or reduce risk as far as is reasonably possible. Risk assessment is performed by trained members of the safety committee, and during the annual safety/security audit the appropriate staff inspect the workplace and practices therein. The safety committee use the details from the accident/security log along with the hazard severity and risk probability ratings to check for patterns, look for common causes, areas or times. The police, other agencies and staff are consulted and the accident/security log is monitored and evaluated and manufacturers instructions and/or data sheets are compared to practice. When conducting initial risk assessments or reviewing them the Headteacher invites the local police and other relevant agencies to be involved in the process if:

- the procedures are likely to involve the police, e.g. a review of the arrangements concerning when to call the police and the information to be provided when doing so or the arrangements for maintaining contact with the local police;
- the procedures relate to the arrangements for liaison with the Headteacher.

Professional agency/service input ensures that our Health and Safety procedures are in line with their own needs and arrangements for responding to emergencies or other incidents involving schools. As well as the specific co-ordination mentioned above, an effective working relationship between the school and professional agencies/services requires regular contact and communications.

There are many examples where risk assessment is undertaken:

- annual Health and Safety Audit to be undertaken by Head, Health and Safety Coordinator Safety Rep. and Governor responsible for Health and Safety. An anonymous survey is simultaneously conducted and staff are informed, in detail, of the results.
- termly Health and Safety Inspection of school premises to be undertaken by the Health and Safety Reps. and /or Committee.
- continuous identification of hazards and risks on a daily basis, e.g. both formal and informal staff consultation is done through line management systems and safety representatives are consulted regularly.
- assessment of any substance or material introduced into the School and school site to ensure compliance with COSHH regulations – this must be completed before the substance or material is used.
- assessment of any new activity or procedure introduced into the School. Testing of electrical equipment will take place annually or as appropriate. The results of all such risk assessments are reported to the Governing Body who, in consultation with the Headteacher, prioritise issues and assign resources to undertake remedial/control measures where required.

The process of risk assessment: there is a five stage management process in risk assessment:

1. Identifying hazards.

To help in the identification and removal of hazards the following process can be helpful:

i. look at '**cause and effect**': as is often the case the School premises were not designed with certain Health and Safety issues such as security in mind, e.g. security problems have arisen in the past as a result of having:

- an open site with long perimeters,
- multiple entrances,
- isolated buildings,
- temporary buildings,
- a lot of glass,
- unwelcoming public areas.

These factors have been considered and acted upon - see later section on School successes.

iii. examine '**the nature of the job**' safe methods of working, good management and supervision are prerequisites to the effective removal of hazards.

iv. iii. Investigate the safety literature for advice –many publications are available from the Headteacher and have been considered in formulating this policy.

2. Identify who might be harmed, and how.

Identify which persons are at risk - those who directly use machinery and equipment or who have face-to-face contact with the public are normally the most vulnerable. Where appropriate, identify potentially violent people in advance so that the risks from them can be minimised. Visitors and those who do not use the School premises all the time should also be considered.

3. Evaluate the risk.

Check the existing arrangements, are the current precautions adequate or should more be done? If risk cannot be removed completely then consider how can the risk be controlled so that harm is unlikely. Consideration should be given to the way the following factors:

- **training and information**
- **School building security/the environment**
- **the nature of the job**

and others work together to influence the risk - it is usually a combination of factors that gives rise to violence. Further consideration is given to whether all statutory requirements have been met, e.g. guarding dangerous parts of machinery. All relevant employees are told about the risks and what precautions are to be taken – this is done by briefings, bulletins and clear signs/notices in an appropriate place.

4. Establish the level of risk.

A level of risk posed by a particular hazard should be given a rating of either High, Medium or Low risk. Most common situations are likely to be classed as having a High or Medium risk. For full details of how to calculate the level of risk see the SSER product 'Whole School Health & Safety In Action'.

5. Record your findings.

A written record of all risk assessment is kept and this provides a working document for both managers and employees. The following procedure for reporting safety matters should then be employed. The procedure should be used for all safety issues including a suspicion of risk or a report of faulty equipment including faulty/inadequate fire fighting equipment.

Procedure for reporting safety matters:

- a) Always inform your line manager (verbally and in writing) and immediate colleagues (verbally). Written reports should be done using the pro forma sheets. . As soon as your line manager has been informed it will be his/her responsibility to make appropriate decisions, e.g.
- i. immediately taking the relevant piece of equipment out of service.
 - ii. organising a replacement item of equipment.
 - iii. include the item in the 'Safety Matters' section of the agenda of the department meeting.
 - iv. informing the Headteacher, Safety Representative, School Business Manager and Heads of Site as appropriate.

Procedure for Circulating Safety Information.

N.B. in the following section the term 'staff' refers to both teachers and technicians. On receipt of a safety document from the LEA, CLEAPSS, etc. the contents are analysed and categorised by the line manager under one of three headings:

- i. **Immediate action required** - staff are verbally informed by their line manager and are asked to read their own copy of the circular as soon as possible. Departmental practical requirement sheets and associated risk assessments are then altered as appropriate. The document is then discussed at the next department meeting.
- ii. **Medium/long term action required** - the document is circulated to all relevant staff and then filed. Departmental practical requirement sheets and associated risk assessments are then altered as appropriate. The document is discussed at the next Staff meeting.
- iii. **No action required** - if the contents confirm what we already practice then the document may simply be mentioned at the next staff meeting. The document is always filed. Despite the above process it is important to remember that communication should always be a two way process between staff, safety representatives and pupils so that all members of the school community are fully aware of all current Health and Safety issues. Line managers also use other systems for disseminating information such as:

- the provision of policy statements, performance standards, rules and procedures.
- the use of posters and department bulletins.
- the dissemination of information to outside organisations such as CLEAPSS, the LEA and other schools.

STAGE B Control/taking Action:

The decision as to the necessary remedial action or risk control measures that need to be introduced is one that the Key Manager (Headteacher) must take in consultation with the Governing Body. Best advice can often be obtained from the level 2 managers who are often experts in their own areas. The Governing Body may be required to reallocate or divert resources accordingly. Actions can be prioritised based upon the level of risk and can take many forms, e.g.

- i. Estimate any costs incurred in changing practice and obtain or request relevant funding. N.B. whenever training is statutory, or considered a necessity for the safety of staff, pupils and others, the Governing Body will ensure - within the financial resources available - that such training is provided. Pupils receive training appropriate to the learning activities in which they participate. Records will be kept of all training and both staff and pupil training will be regularly updated.
- ii. Managers must establish that their staff and pupils are 'competent' (i.e. possess the necessary skills, knowledge and experience) to carry out the role required of them in accordance with relevant safety legislation in order that they may prevent danger or, where appropriate, injury. After assessing competence individuals may need to be given appropriate degrees of supervision having considered their experience and the nature of the work. It is therefore vital that the managers have been trained and are deemed to be competent to carry out this process. After assessing the competence of staff and pupils in dealing with particular situations, it may be necessary to offer staff training or information. By informing staff and providing appropriate training we hope to minimise any risk and to encourage the staff to report incidents promptly in the accident log. When designing and implementing a training programme it is important to analyse the expressed needs of all staff involved. This is primarily done by analysis of the questionnaire returns during the annual Health and Safety audit. The questionnaire provides a survey of individual, departmental and Whole School needs.

Suitable Health and Safety training must be provided whenever staff have to work with new equipment (including new technology) or in a new system, e.g.

- new staff should be trained before taking up their formal duties;
- staff should be trained before taking up their formal duties in a new work area or job;
- staff should be trained before taking up new responsibilities;
- staff should be trained before participating in a new or different system of work.

A review of the assessment of competence must be carried out if safety aspects of the work change significantly. The Health and Safety training must:

- be repeated periodically where applicable (refresher courses);
- take place during working hours;
- take account of new or changed risks to the employees.

The information for the requirements for competence for a particular post are used during the recruitment and selection process (including the employment of Agency Staff).

- iii. It will be necessary to offer support systems for those victims of accidents, stress or violence. Effective support needs to be offered to victims as quickly as possible if we are to avoid long-term distress or absence. Support systems therefore need to be in place and known to the staff.

- iv. It may be necessary to alter the nature of the job itself or procedures related to the job. N.B. All security equipment now conforms to British Standard EN ISO9000 and care is taken to ensure that companies fitting security equipment are ISO9001 approved.

STAGE C Monitor and Evaluate:

To monitor and evaluate the implementation and effectiveness of the School's Health and Safety policy and risk assessments and related preventative actions, we consult employees or their representatives. In addition we have an annual Health and Safety audit during which staff are

required to complete a Health and Safety questionnaire. The accident log is also used as a major source of information, as are informal discussions with staff during the inspection of the premises. Whenever possible evaluation and monitoring is carried out using quantifiable indicators, e.g.

- the frequency and cost of accidents, verbal abuse, assault, intrusion, arson, theft and vandalism at the School;
- the numbers of teaching, non-teaching staff and governors trained in Health and Safety issues;
- how much of the School budget is allocated to Health and Safety issues;
- how any specific Health and Safety grant has been spent;
- the timing and frequency of Health and Safety reviews;
- details of any bodies from whom Health and Safety advice has been or will be sought;
- action taken by the School, LEA, or trustees to improve Health and Safety;
- details of any recent significant incidents, e.g. assaults on staff or pupils, theft, vandalism, arson, etc. N.B. Staff and pupils are encouraged to report incidents of crime and violence which they have experienced, and the School has tried to develop an ethos of problem sharing. N.B. A distinction should be made between those incidents occurring on the School premises and those occurring just outside the School grounds. Consideration should also be given to the likelihood of incidents being repeated.

The results of the Health and Safety audit and the ongoing process of monitoring and evaluation are made known to staff by briefings, notices and articles in the staff bulletin. However care must be taken not to provide information which may increase the risk to the School, e.g. information which draws attention to specific weaknesses or details of the Health and Safety system. The School Safety Committee regularly checks that risk assessments are still valid in the current work situation.

SECTION 3 SPECIAL AREAS FOR CONSIDERATION

a) Duty Supervision

- one member of staff will be on duty outside the School from 8.15 am.
- at break times several members of staff will be on duty.
- lunch time supervision is managed by John Morley (KS4) and Kay Huntley / Mick Teeling (KS3)
- at the end of the School day members of staff will be on bus duty.

b) Pupils taking medicines - the guidance provided by the LEA is followed as detailed in the separate policy.

c) Areas of Special Risk

The School will follow any guidance issued by the LEA in relation to the use of equipment or substances or the performance of activities recognised as being of special risk. The need for training in the use of equipment perceived to constitute a risk and the need for regular servicing and maintenance is acknowledged. The following areas/activities are recognised as potentially requiring additional attention in relation to management of health and safety and should all have their own safety codes:

- Design Technology
- Science - see Appendix 2 for a detailed exemplar 'Safety code' for Science.
- Art (includes Ceramics), P.E. and Drama.
- ICT (where electrical risks are relatively high).

d) Emergency Plans

1. The School Health and Safety co-ordinator has prepared emergency plans to cover all foreseeable major incidents. In undertaking this work due regard has been given to:

- the LEA's Education Crisis Line;
- the LEA's Snow Line Procedures.
- the three principles of:
 - i. saving lives;
 - ii. preventing injury;
 - iii. minimizing loss.

This later sequence of principles is hierarchical and determines the priorities of the School and the local emergency services, e.g. in the event of an evacuation due to a fire alarm pupils are to leave their bags in the classroom as these can form hazards and congestion in corridors and on the

stairs. The safest action for the property in the bags is clearly to allow the pupils to carry them but this is

deemed to be subservient to the need to prevent injury.

2. The emergency plans have been formally agreed by the Governing Body and are rehearsed regularly by staff and pupils. The results of all such rehearsals forms part of the annual safety audit and the outcome is reported to the Governing Body.

3. Full details of the evacuation procedures are shown in Appendix. Each teaching area of the School has a map showing the evacuation route and position of the assembly point, etc.

e) Pupil illness

In the case of pupils, parents will be asked to provide an emergency contact number and to alert the School of any known health problems, e.g. diabetes, asthma etc. This record will be kept centrally in the office. In the event of serious illness an ambulance will be called, parents contacted and asked to meet their child at the Hospital.

f) School visits and 'off site' activities.

The Governing Body will comply with the guidance the LEA has issued on 'off site' visits or activities - particularly:

- the conduct of Outdoor Pursuits;
- the use of Mini-buses and coaches;
- residential and trips abroad.

The Headteacher will submit to the Governing Body a report on the arrangements for the management of health and safety, and welfare of pupils on all or certain types of off-site activities prior to the activities taking place. Reports will detail:

- the transport arrangements;
- the arrangements for supervision of pupils (including the staff/adult : pupil ratio)
- the arrangement for first aid cover;
- the level of qualified instruction and supervision that will be available for activities of special risk.

N.B. There is a separate detailed SSER policy pack on the organisation and associated risk assessment for 'off site' visits or activities.

g) Self financed projects

Contact the LEA for advice re: insurance and legal considerations.

h) Environmental Protection Act

The School complies with the Environmental Act 1990 and the associated Code of Practice.

i) Monitoring and reviewing this health & safety policy

The Governing Body reviews this policy annually and a formal resolution is put to the Governing Body for the approval of the amended/updated policy. The Governing Body will review this Policy more frequently should the need arise, e.g. on the publication of new regulations or on the receipt of new documentation from the LEA.

j) First Aid Cover

The following principles apply to the provision of First Aid:

1. The arrangements for first-aid provision will be adequate to cope with all foreseeable major incidents.
2. Staff will follow the procedure in dealing with accidents as detailed in the separate policy on First Aid (q.v.).
3. Accidents only will be dealt with in the medical room and appropriate action taken. Any cuts and abrasions must be dealt with in accordance with the 'HIV preventative protocol'.
4. A record must be made of all accidents which require first aid to be administered to a member of staff, pupil or other person - either on the School premises or engaged in activities sponsored by the school (including visits). This applies to every case where first aid is given whether from a remote first aid location or the medical room.
5. First-aid materials are held at various locations throughout the School at locations determined by the Headteacher. Such locations are prominently marked and all staff are advised of their position. Listed materials are checked regularly for stock level, use by date, contamination, etc. Materials in remote locations are very sparse as even plasters are now only allowed to be administered centrally due to the allergic reaction that some children have on their skin when exposed to the adhesive.

6. Adequate and appropriate first-aid provision will form part of the arrangements for all out of School activities. All groups will have a qualified first aider with them and so the first aid pack will be comprehensively stocked.

7. The number of certificated first-aiders will always be at least that number required by law. All such staff will be trained in first-aid by St. John's Ambulance staff to a basic, minimum level of competence. This competence level has been agreed following discussion between the Governing Body and St. John's Ambulance staff.

An up-to-date list of all the school's certificated first-aiders is held in the front office.