

Kesgrave High School



Health and Safety Policy

This policy includes Premises Management Procedure and
Is reviewed **annually**

Policy Approval

Where	Chair	When
Operations	Eunice Brain	24 February 2021

Chair of Governors	Sue White
Headteacher	Julia Upton

Policy History

Issue No.	Author	Date written	Approved by governors	Comments
1	J Logan	May 2018	May 2016	Approved at Premises Committee
2	A Collett	Feb 2021	24 Feb 2021	Review and update

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General Health and Safety Policy Statement

The Governors and Head Teacher of Kesgrave High School have the prime responsibility for health and safety with specific responsibilities to manage health, safety and welfare at school level. These responsibilities are laid out in the Academy Governing Body Decision Planner.

The Governors and Head Teacher acknowledge that they have responsibilities to support the published policies and to promote continuous improvement in the health and safety performance of the school. They acknowledge the experience of others with the overall aim of updating procedures and arrangements to meet high standards of health and safety management and risk control.

The Head Teacher, as Local Health and Safety Coordinator has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from the HSE and this duty extends to ensuring that;

- **working conditions and environment;**
- **substances used;**
- **equipment provided, and**
- **working methods adopted**

do not impair the well-being of any employee, or any other person including pupils, clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This policy document has been adopted by the Governing Body and is signed by the chairperson on its behalf.

Sue White
(Chair of Governors)

The Head Teacher as the Local Health and Safety Coordinator has adopted this policy.

Julia Upton
(Head Teacher)

Objectives

The objectives of Kesgrave High School's Health and Safety policy are:

- To promote high standards of health, safety and welfare in compliance with the Health and Safety at Work Act 1974, other statutory instruments and approved codes of practice;
- To maintain our ethos that 'every child matters';
- To promote a healthy and safe school;
- To ensure that methods of work are healthy and safe through the arrangements set out in this policy, which are reviewed when appropriate in the context of changing circumstances;
- To protect personnel, whether they are employees, pupils, members of the general public visiting school, or contractors and their employees, from any foreseeable hazards;
- To ensure adequate training, instruction, supervision and information is given to all employees in order that they may work in safety in so far as is reasonably practicable;
- To ensure a healthy and safe working environment for all personnel is provided and that there are sufficient facilities and arrangements for their welfare;
- To ensure that awareness with regard to all aspects of safety is fostered by all personnel;
- To ensure that all personnel are aware of their responsibility to take steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate with regard to health and safety, and
- To incorporate health and safety responsibilities within job descriptions.

The Targets for the next 12 month period are;

- **To ensure continued compliance with the Policies and Procedures across the school;**
- **To continue to review risk management arrangements across the school including risk assessments;**
- **To minimise levels of reportable Incidents or Accidents with an aspiration to have none, and**
- **To keep under constant review measures from the COVID-19 Risk Assessment**

Responsibilities

General responsibilities within the school are as follows:

The Head Teacher has the responsibility for day-to-day management of health and safety issues and is the Local Health and Safety Coordinator. This encompasses the effective implementation of the Health and Safety Policy and encouraging staff to implement health and safety arrangements. In the absence of the Head Teacher the responsibility for health and safety is delegated to the Deputy Head Teacher.

The Governing Body will support the Head Teacher in the provision of a positive safety culture within school and assist in the identification, control and management of risk.

The Premises subcommittee of the Governing Body and the Health, Safety and Welfare Consultative Committee monitor health and safety performance and recommend action necessary should this performance appear or prove to be unsatisfactory.

Teachers have the responsibility of applying safety procedures on a day to day basis. Where any new process or operation or substance is introduced into the area of their responsibility they are to liaise with the Health, Safety and Welfare Consultative Committee so that the associated risks are addressed and any precautions deemed necessary are implemented. All accidents will be investigated in accordance with current procedures, in order that the cause of any accident can be identified and any remedial action taken as appropriate. They are to ensure that all new members of staff and pupils under their control are instructed with regard to their own individual responsibility and that they make frequent inspections of their own area of responsibility, taking prompt action where necessary.

All employees and pupils have a responsibility to ensure that they act with all reasonable care with regard to the health and safety of themselves, other members of school, contractors and members of the public. They are required to co-operate with teachers, line managers and advisory groups and adhere to safety guidance given to help maintain standards of health and safety within school. Health, Safety and Welfare issues are an integral part of PSHE education at the school.

Contractors and their employees have responsibility to adhere and comply with the school's rules for contractors. (Appendix 1)

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

All staff should communicate any concerns to the appropriate person(s) below so that hazards can be dealt with quickly:

- Business Manager or the Caretakers

Individual members of staff are responsible for particular areas as identified in Appendix 2.

Governance

Health and Safety Policy Review

The Health, Safety and Welfare Policy will be reviewed, updated and adopted by the Governors no less than annually and will be signed by the Head Teacher and the Chair of Governors to confirm acceptance.

The Premises Committee shall be responsible for this review, drafting changes and recommending to the Governing Body for ratification.

The policy review will take into account changes in legislation, external advice, incidents or accidents that may have occurred and the views from the Health, Safety and Welfare Consultative Committee. Specifically, the policy review will include reference to:

- i. The Health and Safety at Work etc. Act 1974
- ii. The Management of Health and Safety at Work Regulations
- iii. Workplace (Health, Safety and Welfare) Regulations
- iv. The Regulatory Reform (Fire safety) Order
- v. Electricity at Work Regulations
- vi. Control of Asbestos Regulations
- vii. The Control of Legionella Bacteria in Water Systems L8
- viii. Control of Lead at Work Regulations
- ix. Ionising Radiation Regulations
- x. Provision and Use of Work Equipment Regulations
- xi. Lifting Operations and Lifting Equipment Regulations
- xii. Work at Height Regulations
- xiii. Pressure Equipment Regulations
- xiv. Pressure Systems Safety regulations
- xv. Gas Safety (Installation and Use) Regulations
- xvi. Construction (Design and Management) Regulations
- xvii. Health and Safety (First Aid) Regulations
- xviii. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- xix. Health and safety (Consultation with Employees) Regulations
- xx. Control of Substances Hazardous to Health
- xxi. Health and Safety (Display Screen Equipment) Regulations
- xxii. Manual Handling Operations Regulations
- xxiii. Personal Protective Equipment Regulations

This policy document will be made available openly in electronic format and in hard print format upon request. This is done not only for legal compliance but also to ensure that all staff are aware and may comment on the intentions and plans of the school Senior Management Team and Governing Body.

School Policies

Departmental Policies will link with and supplement the overall school Health, Safety and Welfare Policy and will deal with departmental specifics.

The policies should cross-reference where appropriate but remain subsidiary to the school's main document.

Science carries specific risks associated with practical work for which the Director of Science is responsible.

Design Technology carries specific risks associated with practical work for which the Head of Department is responsible.

Art carries specific risks associated with practical work for which the Head of Department is responsible.

Physical Education carries specific risks associated with practical work for which the Head of Department is responsible.

All other departments / faculties will have policies and procedures proportionate to the risk.

Operations Committee

The **Operations Committee** will meet at least once per term and will consider health, safety and welfare issues. The Committee will monitor progress regarding any targets identified in the school's Health, Safety and Welfare Policy and other linked documents.

The proceedings of the meetings will be formally recorded as minutes and action points brought forward for review with action points raised against individuals.

The Head Teacher or his deputy will present a once per term report for health, safety and welfare to the Governing Body.

The Operations Committee will review the school's incident records for each term, and for each year, to identify any patterns or other indicators that may require further attention or corrective action.

On a twice per annum basis, in May and October, the Business Manager will review the HSE website for updates to the health and safety pages as applicable to the school. Other sources will include The Knowledge Document and updates from Safety Boss. This information will be disseminated at the next Premises Committee who will decide the means of onward dissemination.

The Health & Safety Governor will termly review the content of the Governors' web site (School Governor Centre).

Health, Safety and Welfare Consultative Committee

This committee will include members from the staff, the nominated Trade Union representatives and any staff with specific health and safety duties.

The committee will discuss matters of Health, Safety and Welfare only and is not intended to replace any other forms of staff or union consultation. The proceedings of the meetings will be formally recorded as minutes and action points brought forward for review with action points raised against individuals.

The Head Teacher or his deputy will present a once per term report for health, safety and welfare to the meeting. The committee will review the school's incident statistics each term to identify any patterns or other indicators that may require further attention or corrective action.

The committee will be an advisory committee to the Operations Committee.

Arrangements

Communication and Information Management:

Heads of Department or Subject Co-ordinators must acknowledge their specific responsibility for managing curriculum subject specific information and keeping the school's Health, Safety and Welfare Consultative Committee or Local Health and Safety Coordinator informed about new information and guidance received.

This requires dialogue via the Senior Management Team and through the Health, Safety and Welfare Consultative Committee to take place on an as needed but at least once per term basis. The information will be disseminated in many ways, including staff induction but mainly through electronic medium across the school and through:

- The school's health and safety policy (available on School Desk top);
- A copy of the 'Health and Safety Law – What you should know' leaflet issued to all staff;
- Notes from the school's health and safety committee meetings (available on School Desk top);
- Poster displays or other awareness raising, etc. campaigns in Staff Room;
- The names of the trade union or association representatives within the school for each union – Staff Room, and
- Incident reporting procedure (available on School Desk top).

Critical Incident Management and Temporary Staffing Absences

The school has arrangements to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind.

These procedures are local to each department, but have a link back to the central policy.

Health and Safety Induction Training

All staff will receive appropriate induction training; including training that is matched to their specific work and responsibilities. Members of staff who are new to the school, particularly those with management responsibilities, will need a comprehensive induction.

A general checklist for use with employees must include the items detailed in Appendix 3, which includes both basic and more specialised criteria. Certain departments such as Science and other higher risk areas will have a department specific induction in addition to the criteria in Appendix 3.

Routine Training and Updating

Each senior manager will give consideration to the individuals under their control, for the training needs of updating current training and the need for additional training, in relation to health, safety and welfare. This will be a part of the review process relevant to each department, but must take place on an annual basis.

The list of training shall then be fed into the school Senior Management process for approval, funding and action as part of a school wide training process plan. All training will be recorded in the personnel record for each member of staff. Ideally, such records should be properly validated by being countersigned and dated by the staff themselves.

Records of training will be incorporated into a training database or paper system to ensure that the records in place allow for adequate monitoring of training provision to be undertaken; this will assist in a defence against prosecution or civil litigation.

Personal Safety Procedures: School Safe and Control of Violence

All school staff, who may deal with anyone presenting challenging or threatening behaviour, will be trained to the School Safe standard. The Behaviour Management Policy will be enhanced to advise how staff will deal with incidents by adults of aggressive behaviour, assault and verbal abuse. All incidents are reported on the relevant Local Authority Incident Report Forms, thoroughly investigated and if necessary action is taken. There is a copy of "Dealing with abuse, threats and violence towards school staff" displayed on the staff notice board.

Visitors and people entering the building have to sign in and wear a badge whilst in school. The main reception is clearly marked. Visitors are usually escorted to a specific place. A code of conduct for adults is in place which encompasses volunteers and parents.

Arrangements are made for the safety of lone workers at all times. Specific risk assessments and a policy are reviewed for these potentially higher risk activities as required.

There is a list of key holders together with contact details and this list is also to be sent to the Local Authority as well as the Suffolk Constabulary in case of an emergency. This list is regularly updated.

Planned Safety Checks

Procedures

The Governing Body, through the Operations Committee, will monitor health and safety issues such as, the progress towards completion of the school's objectives for the year, safety inspections, review of incident report forms etc. The Governing Body will review such issues on a once per term basis.

Each area as noted in the Responsibilities section must have an input into this process, which is intended as a fully inclusive process.

Each Department Head or Senior Manager will have specific procedures that develop this area of the Health, Safety and Welfare policy further and should cross reference this policy.

Equipment

All equipment used within the school shall be maintained in good working order and be in a safe condition for use, if this cannot be done, then equipment will be withdrawn from use until it can be deemed safe for use or replaced with a replacement item that has been deemed safe for use.

The school will use competent county approved contractors for the checks required and records of these will be held on file within the school.

Electrical Safety will be ensured through three avenues:

- Portable Appliance Testing (PAT) carried out on a yearly basis by a competent contractor for all portable equipment owned and used by the school;
- No personal mains-operated electrical item will be allowed for use within the school without first being PAT checked, and
- Any staff wishing to do so must take the advice of the Head Teacher or named deputised person.

Fixed Electrical Installations will be inspected on a Five Yearly basis by a competent contractor. All defects will be reported upon and high priority item will require action within a short time frame for remedial action.

Each staff member must be made aware (and reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use.

Technicians or other support staff may perform this task in advance of lessons for the relevant subjects, provided they have been advised of the need.

This is not an alternative to other testing, but a user check intended to highlight any faults that have developed since testing was carried out.

Faulty items will not be used and removed from use until repairs by a competent person or replacement, have been completed.

The Business Manager and team will maintain these records with the departments concerned.

Areas that specifically require attention are;

- All indoor and outdoor sports and play equipment
- The school's water system(s)- hygiene, temperature and legionnaires disease checks
- Mechanical equipment used in design technology
- Fume cupboards and other exhaust ventilation equipment (e.g. ventilation for kilns, design and technology machines, toilets, and reprographics areas.
- Catering equipment, including ventilators
- Ladders, stepladders and mobile scaffold/access equipment
- Door closers, running gear and catches
- Lifts and lighting rigs
- Printing and reprographics machines
- Kilns
- Compressors & autoclaves
- Fire extinguishers and blankets

Premises

An annual inspection is undertaken by the premises committee using the Suffolk County Council or a locally developed checklist which has been adopted to reflect the inspection requirements at Kesgrave High School.

A termly inspection is undertaken by the Business Manager and a trade union representative. The findings are reported to the Staff Health, Safety & Welfare Consultative Committee.

Inspections of Fire related property items such as Fire Exits & Alarm checks are controlled through the Business Manager and Site Team and will reflect the requirements of the Fire Safety Plan and Fire Risk Assessment.

All staff are aware of the internal formal hazard reporting process in school which is adhered to.

The school's Property Advisor carries out one inspection a year; the Condition Survey and an Asbestos management review.

Incident Reporting/Investigation

A system of incident reporting is maintained and reportable incidents are forwarded to Safety Boss, whom the school contracts for the provision of health & safety advice. The accident report forms and guidance are kept with the designated school's First Aid Officer.

Safety Boss will notify the HSE within the period of time set out in the regulations through the HSE's email/internet system.

All staff have been briefed on when and how to use the form following an incident.

In all cases where there is an incident or near miss, the accident report form is completed, a copy is held securely in school and the original sent to Safety Boss, who in turn provide termly statistical analysis.

The Head Teacher or a designated and competent member of staff, sign and check every Incident Report form before it is sent to Safety Boss.

Every incident is subject to investigation as appropriate by the Head Teacher with a view to preventing recurrence, including near miss incidents. Any relevant risk assessments will be reviewed after any incident or near miss. The Premises Committee and the Staff Health, Safety and Welfare Consultative Committee will periodically review the incident history and plan actions to reduce the likelihood of future incidents.

All contractors must ensure that incidents involving their personnel are reported to school as well as their own reporting chain.

The kitchen staff and cleaning contractor staff must ensure that incidents involving their personnel are reported to school as well as their own reporting chain.

Coordination of Risk Assessment Work

An assessment of risk is a careful examination of the activities undertaken within school and should assist employers to determine what measures should be undertaken to comply with relevant statutory requirements.

All persons undertaking risk assessments will be suitably trained and competent. All risk assessments will be reviewed annually and marked to show this review has been completed.

Good consultation within school is maintained to ensure that risk assessments are effectively communicated to all those that would reasonably be expected to be involved or affected by the activity assessed.

Risk assessments are held in either the risk assessment file in the main office for school wide issues or in each department where local specific hazards exist.

A list of risk assessments in each folder will show the assessments and the date they are due for review. The following are examples of risk assessments that are likely to be required due to the need for specific locally arranged precautions:

- First aid arrangements, (numbers of trained staff, level of training and equipment)
- Lone working situations, including custodian security checks and locking up
- Staff stress and wellbeing
- Educational visits and trips
- Tree maintenance
- Display screen equipment/workstations/projectors
- Manual handling

- New and expectant mothers
- Working at height
- Clinical waste
- Science Procedures and Experiments
- Design and Technology and Art Equipment and use
- PE lessons
- School fetes, drama productions, fireworks displays, etc.
- Pedestrian safety where vehicles may be moving

Fire Procedures

Fire is a specific nominated responsibility of the Deputy Head Teacher.

A Fire Risk Assessment is a separate document, which will be carried out by a competent person from an external company on behalf of the school. This document is required under *The Regulatory Reform (Fire Safety) Order 2005*. This document will be reviewed on an annual basis by the Premises Committee unless significant premises changes or a fire occur, when the assessment will be reviewed sooner.

A detailed emergency action plan has been written and discussed with all staff.

Notices detailing evacuation and assembly points are placed around the school and in all classrooms.

A fire drill is carried out each term, recorded and action taken if problems arise.

All in-house fire related checks are recorded in the school fire log book. This includes the weekly testing of the fire alarm.

All fire related statutory checks for fire prevention and minimisation are undertaken by competent persons and recorded in the fire log book.

Fire awareness training, including hands on extinguisher training, is undertaken by staff according to the guidelines from SCC.

Care plans are in place for any pupils requiring assistance in their evacuation of the building.

Wheelie bins are enclosed in a secure compound and general litter bins are specifically fire proof.

No 'Hot Works' are permitted without a specific permit from the school and arrangements are agreed with the contractor.

Locally Organised Premises Maintenance, Repair and Improvement

Suffolk County Council procedures are followed for all alterations and repairs.

The Asbestos Survey and log is kept in the Premises File available in the Main office.

All contractors are to be advised about the asbestos survey report upon signing in to carry out work on site.

Asbestos removal will be dealt with by qualified contractors and completed work will be accompanied by the necessary paperwork. The Business Manager is responsible for ensuring that the legislative process is carried out.

The Business manager will ensure that the same standard of safety, competence, record keeping, quality assurance and insurance cover is obtained for all contractors carrying out works and details of their relevant insurances, safety policies and risk assessments are held on site and updated annually.

First Aid – Training and equipment

The First Aid Office will take overall charge of first aid arrangements and record keeping. First aid equipment is appropriately located in the school; kits are available for school visits.

Sufficient persons are trained as appointed persons to cover the needs of the school. A named person is responsible for the appropriate stock levels in first aid kits, including school visit first aid provision.

A set procedure is in place for calling for further medical help when necessary as well as informing parents/guardians. An ambulance can take approximately 5-10 minutes to reach the school.

All medical matters are reported, monitored and investigated if necessary.

A specialist waste disposal company is employed to dispose of all clinical waste as required.

Vehicle Control and Pedestrian Safety

There are separate entrances to the school for pedestrians and staff vehicles only. The school does not provide a dedicated drop off facility.

Pupils arriving by bicycle are only allowed to walk with their bicycles to the cycle storage areas.

Any problems with vehicular, unauthorised access in particular parents coming onto the site will be addressed through the school's site movement procedure. Permits are issued to parents who require permission. Suitable pedestrian and vehicular risk assessment has been completed.

A responsible person/s will supervise access to a coach that parks on the school site when trips are taking place.

Evening events such as parents evenings are supervised by a dedicated member of staff and supported by others.

School Minibuses are kept in designated parking spaces and controlled by the appointed driver. Loading and unloading of passengers will be done in the car park away from vehicle movements.

Educational Visits Coordinator (EVC)

The Head Teacher has appointed an Educational Visits Coordinator and their training is up to date. All Suffolk County Council guidance is followed and a separate policy is available.

The school has adopted the "Evolve" electronic protocol for all visits.

Stress and Well Being

The school accesses the Worklife Support wellbeing service.

The Deputy Head Teacher with responsibility for Stress and Wellbeing is the responsible person for the implementation of the Wellbeing Service; suitable and sufficient stress risk assessments will be undertaken.

All staff have access to a free and confidential counselling service as required by recent legal developments and case law. Wellbeing information is displayed on the Staff room notice board. Stress and workload management issues are discussed and recorded during routine performance review/appraisal discussions.

School Minibus

Suffolk County Council guidelines are followed.

The Business manager will ensure the legal requirements relating to the minibus are fulfilled, such as Road Tax, MoT test, Records of routine checks done by the school/driver(s) etc.

The school's and individual driver's insurance policies meticulously and routinely checked on an ongoing basis with a record sheet of this retained.

All potential minibus drivers are assessed through the county council's scheme **before** being allowed to drive with passengers. They are given pre assessment training by an experienced existing driver using one of the school vehicles.

Child Protection

The current county council guidance is followed and is supported by a specific school Safeguarding policy.

The Head Teacher is the senior designated professional on site and the Head Teacher and Governors have undertaken safer recruitment training.

Supporting Pupils with Medical Needs

The latest DfES and County Council guidelines are followed.

Those staff identified to support pupils with medical needs are responsible for care plans for individual pupils.

The school has adopted a suitable policy documenting the arrangements for the administration of prescribed medicines only and for the management of medicines within the school, including the administration and management of medicines-when on school visits.

Parents are asked to update pupils' medical information annually and if necessary provide a care plan.

Premises Security and Visitor Safety

The school has an open door policy and does not have controlled access to the school external doors during school hours. There is an intruder alarm and good door security out of hours.

The arrangements in place, to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site, are contained in the school operational security policy.

Contractors on Site

A conscious effort is made to use contractors on the premises out of school hours where possible. All staff are notified verbally of contractors work and this is recorded in all staff briefing minutes.

Clear signage is in place to ensure that all contractors report to the main reception on arrival and sign in. All contractors wear badges and are asked to read and sign the "Rules for Contractors" sheet as detailed in appendix 1. They must also sign the Asbestos Log.

Contractors employed would arrange the timing and routes to be used for all deliveries of materials and equipment to the site during building work.

The school will monitor contractors' safety performance in order to prevent danger to people other than the contractor's staff including checking the contractor's site is adequately fenced, materials are stored reasonably safely, and that the contractor is behaving reasonably safely in respect of their own staff.

Lettings

Set conditions of hire and additional security measures are in place including fire related lettings guidance. This is set out in the Lettings Policy and agreement.

Curriculum

Safety education is provided wherever it is deemed necessary and these measures are described in specific curriculum documents i.e. Physical Education, Science, Art, Food Preparation.

Personal safety is often referred to in school assemblies.

Attendance

- There is an operational procedure for dealing with attendance issues, including a first day calling protocol
- A signing in book is held in reception for all visitors and contractors.
- Pupil registration is updated twice a day.
- An on-site register for staff is in place.

Defective Tools and Equipment

All defects found in hand tools, power tools or any other equipment must be reported immediately.

The equipment concerned is to be withdrawn from service, clearly marked and isolated in an area where it cannot be re-issued for further use until the repair has taken place.

Use of Harmful Substances

When using harmful substances, all personnel must ensure that adequate precautions are taken to prevent injury to health.

No new materials or substances are to be brought into use unless a COSHH assessment has been carried out. A Safety Data sheet is also required.

Substances used in the Science Faculty will be controlled through the Technicians and assessed through CLEAPPS. Haz Cards will accompany each substance when moved from the preparation areas to classrooms at all times.

Waste Disposal

Specialist contractors are used where necessary and consignment notes are kept in accordance with legislation.

This applies particularly to waste chemicals and materials from the Science Faculty, where the waste disposal is controlled by the Senior Technician and records are kept within the department of all waste transfer notes.

Recycling bins are in operation.

All staff should take precautions to avoid infection and must follow basic hygiene procedures. Staff should have access to single-use disposable gloves and hand washing facilities, and should take care when dealing with blood or other body fluids and disposing of dressings or equipment.

Radioactive Sources

The Science Faculty has Radioactive Sources within its control for educational purposes. These are controlled under stringent conditions following Cambridgeshire County Council policy.

The Director of Science is the Teacher in Charge of Radioactive Sources and has received suitable and adequate training to fulfil this role.

No unauthorised person will attempt to access the radioactive sources or handle them.

Reviewed and Updated Premises Committee: 14 May 2018.

Next Review: Summer 2019

Appendix 1: Kesgrave High School Rules for Contractors

All contractors are expected to follow the following rules while working at the school. Failure to observe these rules may result in the work being stopped and the contractor being asked to leave site. In extreme cases the police may be called especially if there are issues of child protection.

1. You must not wander around the premises until you have been signed in at Reception, have received a contractor's pass and met with the site team.
2. You must wear the pass conspicuously at all times when on the school premises
3. You must familiarise yourself with the Asbestos Register before any work begins and that you sign the relevant form.
4. All accidents and injuries must be reported to Reception or the site team.
5. No hot work is allowed on site unless this work has been agreed and a hot work permit from the school has been issued to you.
6. No smoking is allowed anywhere on site
7. Under no circumstances is the use of photography including phones and other devices with a camera function permitted.
8. Under no circumstances should you converse with students when you are on the school premises
9. You must only use toilet and hand washing facilities specified to you. You must not use student areas.
10. In hot weather, you are expected to dress appropriately including the use of PPE
11. Vehicles must be parked in allocated spaces and not driven around the site without liaising with the site team

Signed

Date

Appendix 2: Staff Member Responsibilities September 2018

Task	Responsibility
H,SW Policy Review	Governing Body - Operations Committee
	Head Teacher – Julia Upton
Health, Safety and Welfare Consultative Committee	Business Manager - Anita Collett
Communication and Information Management	Headteacher – Julia Upton
	Business Manager - Anita Collett
Critical Incident Management	Head Teacher – Julia Upton
	Deputy Head Teacher – Cath Breckell
H&S Induction Training – Teaching	Head Teacher – Julia Upton
	Deputy Head Teacher – Cath Breckell
H &S Induction Training – Support Staff	Head Teacher – Julia Upton
	Business Manager - Anita Collett
Routine training and updating	Head Teacher / Senior Managers
Personal Safety Procedures (also School Safe)	SENCO - Roz Coe
Planned checks (procedures)	Business Manager - Anita Collett
Planned checks (equipment)	Business Manager - Anita Collett
Planned checks (premises)	Business Manager - Anita Collett
	Governing Body – Operations Committee
	Health, Safety and Welfare Consultative Committee
Incident reporting / investigation	Head Teacher – Julia Upton
Coordination of Risk Assessment work	Head Teacher – Julia Upton
	Business Manager - Anita Collett (Grant Bolton)
Fire procedures including personal emergency evacuation plans	Deputy Head Teacher – Cath Breckell
Locally organised premises maintenance, repair and improvement	Business Manager - Anita Collett
First Aid (training and equipment)	Business Manager - Anita Collett
Vehicle Control and Pedestrian Safety	Deputy Head Teacher – Tim Legg

Task	Responsibility
	Business Manager - Anita Collett
Educational Visits Coordinator	Joe Hunt
Stress and Wellbeing	Deputy Head Teacher - Cath Breckell
School Minibus	Business Manager - Anita Collett
Child Protection Co-ordinator	Assistant Head Teacher - Roz Coe
Supporting pupils with medical needs and infection control	Assistant Head Teacher - Roz Coe
	First Aid Officer - Tracey Bishop
Premises Security	Business Manager - Anita Collett
Contractors on site	Business Manager - Anita Collett
Outside lettings	Business Manager - Anita Collett
Teacher in Charge of Radioactive Sources	Director of Science - Abbi Wynne
Data Protection Officer	Deputy Head Teacher - Cath Breckell

Appendix 3: Health and Safety Induction Checklist

- Overview of the school's health and safety policy and organisational structure
- Tour of the premises
- Current health and safety priorities for the school – safety policy targets
- Communication and relationships with other departments.
- General health and safety advice, including the schools own guidance and that from external agencies.
- The use of the Incident Reporting form for incidents, hazards, work-related injuries and illnesses and fires.
- Where appropriate, curriculum specific guidance and arrangements.
- Critical Incident Procedures
- The arrangements the school has for managing visitors (accompaniment within the school site, visitor badges, how to react to an unexpected person in school)
- For certain staff (Head Teacher, Business Manager, Caretaker, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled
- Initial advice to women of child bearing age about the need for 'expectant and new mothers' risk assessment
- Smoking restrictions (Non-smoking Site).
- Infection Control
- Fire evacuation and emergency procedures
- Introduction to recognised unions and the local representatives
- Employee problems and concerns - specific duties and responsibilities for the management of staff welfare
- Grievance procedures (as they relate to health & safety)
- Information on hazards that are specific to the school, and established controls or precautions (school drive and parking area shared by pedestrians and vehicles)
- Use of equipment and/or tools including defect reporting and the correct use of guards (where relevant)
- Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and health and safety data sheets
- Use and care of PPE (personal protective equipment)
- Housekeeping procedures for policy documents and local rules
- Legal responsibilities and rights
- Educational Visits (arrangements for visits and trips)
- Physical examinations relating to statutory maintenance requirements eg. electrical equipment, fume cupboards and other exhaust ventilation equipment, lifts, hoists and lifting equipment, pressurised systems such as autoclaves and air compressors
- Trained first aid personnel and first-aid facilities
- Fire extinguishers and blankets – location and use
- Access to wellbeing advice, counselling and other staff support schemes
- Security
- Restricted areas and equipment

- One-on-one instruction and supervision of young and inexperienced workers (and work experience students)
- Manual lifting and handling – general advice and risk assessment
- Safety procedures for machines, including design technology equipment
- General housekeeping and maintenance of access and egress
- What to do in an emergency, including fires which start in class (science, design technology and art teachers must pay particular attention to this risk)
- Specific issues arising from Mobility difficulties or other reasons giving rise to the need for Personal Emergency Evacuation Plans (PEEPS)