

Health and Safety Policy

This statement of Safety Policy is produced in respect of Ashby School only and forms the basis of future planning and implementation of Health and Safety matters within the School.

Introduction

This policy statement is to be read in conjunction with the policy statement of Leicestershire County Council (Parts I and II). Leicestershire Education Authority Health and Safety Policy (Part IIIA) and constitutes PIIIB. As a voluntary controlled School the LA is the employer.

The Health and Safety at Work Act 1974 imposes a duty of care on employers and employees in workplaces. The Governing Body will ensure compliance with all current and future first Health and Safety legislation appertaining to the School. The School must ensure that the guidance already issued to Schools regarding the COSHH (Control of Substances Hazardous to Health) Regulations is complied with. This guidance is contained in the large white and green folder circulated to Schools in 1991 and **kept in the Senior Administrator's Office**. Further advice is available from the Health and Safety Unit at County Hall.

The scope of this policy will cover the Nottingham Road site, the Leicester Road site, the Boarding House, Lockton House and the Drill Hall.

Statement of General Policy

- (i) The Governing Body working on conjunction with the information, procedures and codes of practice as identified in the Health and Safety Manual is responsible for setting out the overall policy for the school.
- (ii) The planning and implementation of the policy is the direct responsibility of the Headteacher, ensuring that all staff at all levels fulfil their duties to co-operate with this policy. Arrangements will be made to bring it to the notice of all staff, including new employees and supply teachers.
- (iii) The Governors recognise the need to consult staff on health and safety matters and the need to consult individuals before allocating particular health and safety functions. This will be achieved by discussion through the school Health and Safety Committee.
- (iv) It is the Governors' policy to take all steps within their power to prevent personal injury, health hazards and damage to property. It is also the Governors' policy to extend this protection to students, contractors and members of the general public from foreseeable risks.
- (v) The Governors recognise their responsibility under the Health and Safety at Work Act, **so far as is reasonably practicable to:**
 - provide plant, equipment and systems of work which are safe and without risk to health;
 - make arrangements for ensuring and without risk to health, the handling, storage and transportation of article substances;

- provide adequate training, information, instruction and supervision to enable all staff and students to perform their work safely and efficiently;
 - promote the development and maintenance of good safety, health and welfare practices;
 - maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises;
 - provide and maintain a working environment that is safe and without risks to health, and adequate as regards to welfare facilities for staff, students and visitors;
 - ensure sufficient funds are available to provide, as necessary, protective clothing/ equipment to all staff employed at the school, for the use of machinery, equipment and substances, and ensure departmental policies also address the same issues regarding students;
 - maintain a close interest in all health and safety matters insofar as they affect activities in the premises under the control of the school;
 - to make resources available to enable health and safety issues to be rectified.
- (vi) It is recognised by the Governors that whilst the Local Education Authority may be responsible for capital expenditure, central administration and subsequent professional advice and information on health and safety matters, any changes in those responsibilities may involve the school seeking outside/specialist consultants.

Organisation

The Governors recognise the need to identify organisational arrangements in the school for implementing, monitoring and controlling health and safety matters. The Governors must also ensure that the school budgets reflect the finance necessary to implement health and safety matters.

A summary of the individual duties including reporting arrangements, and hence the organisation and accountability are as follows:

Headteacher

- (i) The Headteacher is responsible and accountable to the Governors for implementing the school health and safety policy and for all matters relating to health, safety and welfare within the establishment.
- (ii) The day-to-day management of health and safety matters will be delegated to the Bursar and Senior Administrator as the Health and Safety Liaison Co-ordinators. Faculty health and safety matters will be delegated to Heads of Faculty. Boarding health and safety matters will be delegated to the Head of Boarding.
- (iii) The Headteacher must be aware of all contracts and/or third parties entering the school to undertake maintenance, service or works contracts. This duty will be delegated to the Senior Administrator.
- (iv) When contractors carry out building or plant maintenance work, it is the **employer's** responsibility to ensure that a competent contractor is employed

- to oversee the planning and safe execution of the work.
- (v) The Governors will require the Headteacher to ensure the school's health and safety policy **effectively** implemented and understood at all levels. The policy must be regularly monitored, effectively controlled and revised as necessary.
 - (vi) The Headteacher is responsible for ensuring that all new, amended or updated material regarding health and safety matters is brought to the attention of the relevant personnel immediately upon receipt.
 - (vii) The Headteacher must ensure that the agreed procedure for reporting all defects, hazards and problems regarding health and safety matters functions efficiently and effectively.
 - (viii) The Deputy Headteacher will be a member of the Health and Safety Committee. The Bursar will be the convenor of such meetings, which will resolve uncertain areas of responsibility, considering problems or recommendations and referrals to the Governing Body.
 - (ix) The Headteacher will seek advice, when appropriate, from outside agencies that are able to offer expert opinions.
 - (x) The Headteacher shall have the right to stop what is considered to be unsafe practices, or the use of any plant, tools, equipment or machinery etc that equally are considered to be unsafe.
 - (xi) The Headteacher shall make arrangements for improvement to premises and, with the appropriate member of staff, plant, tools and equipment, which are the school's responsibility.
 - (xii) The Headteacher, with the Health and Safety Committee, shall review from time to time the provision of first aid in school and the fire and evacuation procedures.
 - (xiii) The Headteacher will monitor and inform the Governing Body where appropriate training has been, or will be given to staff to enable them to fulfil their responsibilities. This must include new appointments and the transfer of staff within the premises to other functions.
 - (xiv) The Headteacher will ensure that all schemes of work for students, including work experience arrangements, are in place regarding the adequate information, instruction, training and supervision for health and safety matters.
 - (xv) The Headteacher will consult with approved trade union representatives on all health, safety and welfare matters and co-operate with them in execution of their duties.
 - (xvi) The Headteacher should attend meetings of the Health and Safety Committee when required to do so.
 - (xvii) The Headteacher will consult with non trade union representatives on all health, safety and welfare matters.
 - (xviii) The Headteacher will ensure adequate training is provided on the LCC Child Protection procedures (Appendix V).

Bursar working in conjunction with the Senior Administrator

- (i) To be responsible for co-ordinating all contractual work and maintenance carried out on school premises. To liaise with colleagues to ensure contractors adhere to health and safety procedures.
- (ii) To ensure that in liaison with the Property Department and Premises

Development Unit, strict procedures are adhered to for building work such as roofing, excavation and drainage, alterations to building structures, refurbishment and renovations or remodelling schemes. (Refer to Building Bulletins kept in Senior Administrator's office).

- (iii) To ensure good communication exists within the school concerning contractors on the school premises.
- (iv) To be responsible for health and safety matters regarding grounds maintenance service contracts.
- (v) To be responsible for compiling a school 'Building Register' identifying known hazardous substances and materials, eg. asbestos, lead flammables etc.
- (vi) To support the Head of both sites, who have responsibility for emergency procedures and bomb warnings and evacuation of the school premises.
- (vii) To be responsible for ensuring that where showers have not been used for 2/3 days, flushing is carried out in accordance with LA guidelines. To be aware of the RSE Guidelines HS(G) 70 – 'The Control of Legionellosis' and of the need to carry out risk assessment of the premises.
- (viii) To be responsible for organising repairs and general maintenance of the school swimming pool and to ensure that procedures are adhered to by users of the pool in accordance with 'Safety in Swimming Pools, Sports Council'.
- (ix) To be responsible for ensuring that competent persons or specialists are consulted as necessary to advise on health and safety matters. Areas of concern are likely to be technical issues, sampling, monitoring and auditing requirements.
- (x) To be responsible for ensuring that a property survey of the school buildings/premises is carried out and that regular termly inspections are completed and defects reported accordingly.
- (xi) The Senior Administrator is responsible for the management of school lettings in accordance with the procedures set out in this policy (Appendix L-M).
- (xii) The Senior Administrator is responsible for maintaining adequate records for maintenance item checks as listed in this policy (Appendix G).
- (xiii) The Bursar and Senior Administrator must comply with the LCC Child Protection procedures (Appendix V).

Heads of Faculty/Department/Pastoral/Year Tutors

- (i) Heads of Faculty/Department are responsible and accountable to the Headteacher for all matters relating to health, safety and welfare within their departments. Pastoral Heads are similarly responsible and accountable in respect of areas that are designated 'pastoral' areas as opposed to being 'departmental' areas.
- (ii) In the exercise of this responsibility Heads of Department/Faculty/Pastoral must:
 - ensure that all staff under their control receive instruction in their duties

- regarding health and safety matters;
 - ensure that all staff under their control are **adequately trained** to carry out their duties efficiently and effectively.
 - be aware of regulations, codes of practice and guidance notes appropriate to their specialist areas.
 - take responsibility for producing their own departmental safety policy, defining safe working arrangements and bringing it to the attention of members of staff including new entrants, supply teachers etc.
 - take responsibility for ensuring all statutory notices, regulations and safety signs are displayed as appropriate to their workplace. This will include arrangements for facilities such as first aid equipment, protective clothing/equipment, registers, log nooks etc.
 - ensure that staff under their control are aware of the LCC policy statement (11/00) on Personal Safety and the school policy on Working Alone (Appendix R).
- (iii) Under Section 6 of the Health and Safety at Work Act, Heads of Faculty/Department are responsible for ensuring that everything received from suppliers – machinery, equipment, substances etc is accompanied by adequate information and instruction **prior to purchase and use**.
- (iv) Heads of Faculty/Department/Pastoral must report to the Senior Administrator, in the first instance, or the Bursar, all problems, defects and hazards.
- (v) Heads of Faculty/Department/Pastoral must ensure that a copy of the fire frill regulations and assembly points are prominently displayed in all rooms and areas for which they are responsible.
- (vi) Heads of Faculty/Department must ensure that regular safety inspections of the department are carried out. Priorities must be given to plant, machinery equipment, electrical appliances and risk assessments to include the use of substances.
- (vii) Heads of Faculty/Department/Pastoral must report, and, if appropriate, make recommendations to the Bursar or Senior Administrator or a member of the Health and Safety Committee on any practices, premises, equipment etc that may give rise to risks to health and safety.
- (viii) Heads of Faculty/Department/Pastoral staff must comply with LCC Child Protection procedures (Appendix V).

Teachers/Technicians/Learning Support Staff/Cover Supervisors

- (i) Teaching staff, Technicians, Learning Support Staff and Cover Supervisors are responsible and accountable to their Head of Faculty/Department for the implementation of the school and faculty/department health and safety policy in the performance of their duties.
- (ii) They must be familiar with the school's health and safety policy, the implications of that policy, and equally any procedures, arrangements and practices relating to their faculty or department.
- (iii) They must conform to responsibilities as laid down in their own departmental policy and safe working arrangements.
- (iv) They must ensure that where conditions apply, all students or persons under their control receive instruction and are provided with on-the-job training to enable them to operate in a safe and efficient manner.

- (v) They must report to their Head Faculty/Department, using the agreed procedure, all problems, defects and hazards that are brought to their notice. These must then be reported, in the first instance, to the Senior Administrator or the Bursar.
- (vi) Supply teachers must be made aware of the school health and safety policy and of any special arrangements and procedures relating to their work area before commencing work.
- (vii) They must be familiar with the LCC policy statement (11/00) on Personal Safety and the school policy on Working Alone (Appendix R).
- (viii) Teaching Staff, Technicians, Learning Support Staff and Cover Supervisors must comply with the LCC Child Protection procedures (Appendix V).

Senior Premises Officer

- (i) Is responsible and accountable to the Senior Administrator, in the first instance, and the Bursar for all matters relating to health, safety and welfare within the sphere of his activity.
- (ii) Must ensure that he is familiar with the school's safety policy and that cleaning staff are equally aware of any implications of the policy as it affects their work activities, eg storage arrangements, materials, equipment, substances etc.
- (iii) Must report to the Bursar or Senior Administrator, using the school procedure, when reporting defects, hazards etc that are brought to his notice.
- (iv) Under Section 6 of the Health and Safety at Work Act, has responsibility for ensuring that everything received from suppliers (for direct school use), machinery, equipment, substances etc is accompanied by adequate information and instruction prior to use. nb. Use of Manufacturers Data Sheets.
- (v) Is responsible for ensuring that staff under his control are adequately informed, instructed and trained in using all such items before actual use.
- (vi) Must inform the Bursar or Senior Administrator whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- (vii) Should be familiar with his duties and responsibilities.
- (viii) Is responsible for the safe treatment and dosage of the school swimming pool and of plant, equipment and storage of substances used to maintain the pool.
- (ix) Is responsible for ensuring that staff under his control are adequately trained to carry out their duties efficiently and effectively and that they receive instruction in their duties regarding health and safety matters.
- (x) Is responsible for maintaining adequate records for tenant and landlord item checks as listed in this policy (Appendix G).
- (xi) Is responsible for ensuring that staff under his control are aware of the LCC policy statement (11/00) on Personal Safety (Appendix R) and the school policy on Working Alone.
- (xii) Is responsible for prompt action to remove snow from pathways and entrance areas, and to grit areas exposed to ice.
- (xiii) Must comply with the LCC Child Protection procedures (Appendix V).

Catering Manager

- (i) Will have responsibility for the complying with and monitoring of the Health

- and Safety Policy specific to food hygiene.
- (ii) Must be aware of the Food and Hygiene Policy and the school's Health and Safety Policy.
 - (iii) Must inform the Senior Administrator, in the first instance, or the Bursar, when contractors are due in the dining rooms to undertake maintenance, service or work contracts.
 - (iv) Must report any accident or incident to the Senior Administrator in the first instance, or the Bursar.
 - (v) Must ensure that the catering Staff comply with the school's Health and Safety Policy and the Food and Hygiene Health and Safety Policy.
 - (vi) Must ensure that the catering staff comply with the school procedures for evacuation.
 - (vii) Must ensure that the catering staff comply with the LCC Child Protection Procedures (Appendix V).

Staff Representatives

- (i) Staff Representatives will be encouraged by the Headteacher to fulfil their duties. The Headteacher will also consult regularly with the staff representatives on health and safety matters.
- (ii) Staff Representatives will be entitled to inspect the school in accordance with the agreed Trade Union procedures.
- (iii) The timescales for such inspection, monitoring and auditing procedures will be defined and arranged through the School Health and Safety Committee.
- (iv) The Staff Representatives have the right to receive any subsequent reports regarding accidents, injuries and inspections carried out by the HSE or other authoritative bodies.

Student Representatives

- (i) Two representatives from the Student Council will be invited to attend each Health and Safety Meeting.
- (ii) Students are encouraged to liaise their concerns about any aspect of the school through the Health and Safety representatives.
- (iii) The student representatives will report back to the Council after each meeting.

Boarding Housemaster

- (i) Must ensure that the Boarding House has its own Health and Safety Policy, which should be appended to the school Health and Safety Policy, which is must adhere to.
- (ii) Must, along with the Boarding House staff, be familiar with the school's Health and Safety policy and what it means to their work activities.
- (iii) Must ensure that all staff under the control of the Boarding House receives instruction in their duties regarding health and safety matters.
- (iv) Must ensure that all staff under the control of the Boarding House is

- adequately trained to carry out their duties efficiently and effectively.
- (v) Must be aware of regulations, codes of practice and guidance notes appropriate to the specialist areas, and that the staff are also made aware.
- (vi) Must report any accident or incident to the LA using the agreed procedures.
- (vii) Is responsible for monitoring the Boarding House Health and Safety Policy.
- (viii) Is responsible for ensuring that all statutory notices, fire regulations and safety signs are displayed as appropriate to the workplace. This will include arrangements for facilities such as first aid equipment, registers, log books etc.
- (ix) Under Section 6 of the Health and Safety at Work Act, must take responsibility for ensuring that everything received from suppliers is accompanied by adequate information and instruction prior to use and purchase.
- (x) Will be a member (or arrange for a representative from School House) of the Health and Safety Committee to which practices, premises, equipment etc, which give rise to risks to health and safety will be reported.
- (xi) Must ensure that staff under the control of the Boarding House are aware of the LCC policy statement (11/00) on Personal Safety and the school policy on Working Alone.
- (xii) The Boarding Housemaster must comply with the LCC Child Protection procedures (Appendix V) and comply with the Boarding House Whistle Blowing Policy as part of these procedures for the Boarding House.

Boarding House Staff

- (i) Boarding House staff are responsible and accountable to the Boarding Housemaster for the implementation of the School and Boarding House Health and Safety Policy in the performance of their duties.
- (ii) They must be familiar with the school's Health and Safety Policy, the implications of that policy and equally any procedures, arrangements and practices relating to the Boarding House.
- (iii) They must conform to responsibilities as laid down in the Boarding House Policy and safe working arrangements.
- (iv) They must ensure that, where conditions apply, all students or persons under their control receive instruction and are provided with on the job training to enable them to operate in a safe and efficient manner.
- (v) They must report to the Boarding Housemaster, using the agreed procedure, all problems, defects and hazards that are brought to their notice.
- (vi) All staff must be familiar with the LCC policy statement (11/00) on personal safety (Appendix R) and the school policy on Working Alone.
- (vii) Boarding House staff must comply with the LCC Child Protection procedures (Appendix V) and comply with the Boarding House Whistle Blowing Policy.

All other School Staff – Administrative and Clerical, Assistant Premises Officers, Groundsman, Cleaners and Lunchtime Supervisors

- (i) All staff must be aware of what is expected of them in particular in relation to the department in which they work. Departmental procedures and practices must be clearly defined, with adequate instruction and training provided as necessary.

- (ii) All staff have responsibilities under the Health and Safety at Work Act and are asked to report any possible hazards or defects to the Senior Administrator, in the first instance, or the Bursar.
- (iii) All staff will be given access to the school's Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in school. They should pay particular attention to sections of the Health and Safety manual as it relates to the particular work activities.
- (iv) Copies of the school Health and Safety Policy will be available at all times in the staffrooms, Senior Administrator's office, Headteacher's office, Bursars office, Faculty offices, Premises office, Boarding House and Lockton House.
- (v) The Health and Safety Manual, containing the orange circulars, is located in the Senior Administrators office.
- (vi) All staff must be familiar with the LCC policy statement (11/00) on Personal Safety and the school policy on Working Alone (Appendix R).
- (vii) All staff must comply with the LCC Child Protection procedures (Appendix V).

ARRANGEMENTS

Health and Safety Committee

The Governors recognise that the way forward in achieving effective management of the school Health and Safety Policy and the arrangements necessary to fulfil the obligation is through the school Health and Safety Committee (Appendix D).

The Health and Safety Committee will include:

- At least one representative Governor from Finance and/or Personnel
- The Director of Student Welfare
- A representative from School House
- The Bursar
- A Union Representative – Support Staff
- A Union Representative – Teaching Staff
- The Senior Administrator
- The Senior Premises Officer
- The Catering Manager
- Student representatives from the Student Executive Council

The Committee will appoint a chair and vice chair from amongst its members. The term of office will be for one year. The Bursar will service the Committee.

Supervision of Students

Staff are on duty ten minutes before the start of the school day and ten minutes at the end of the school day. A duty team system is in place for break and lunch times. The Director of Behaviour and Attendance is responsible for ensuring that the duties are carried out effectively and for providing cover for staff absences.

Break and Lunchtime Duties

Staff are on duty between 11.05 – 11.25am for break and between 12.25 – 2.15pm to cover both lunch breaks. There is also a team of lunchtime supervisors on duty throughout the lunch break. The lunchtime supervisors must report any problems to the teacher on duty that day.

Accident Reporting/Investigation

(See Appendix A for list of Appointed Persons and First Aiders)

(i) **Staff**

All accidents should be reported to the Senior Administrator as soon as they occur. The Senior Administrator will enter all accidents in the Staff Accident Book. If first aid is required the appointed person will be required to complete the LCC Accident/Incident Report Form (Appendix I). The Senior Administrator will retain a copy of this. Where deemed necessary, the Senior Administrator will investigate the accident and ensure that any necessary repair work is carried out immediately. If a three-day absence occurs as a result of the injury sustained, the Senior Administrator will complete HSE Form 2508 – Report of an Injury or Dangerous Occurrence and return it to the LA.

(ii) **Students**

When an accident occurs the person dealing with the accident should always call upon the First Aider. The First Aider must complete the E669 Accident to Pupil/Student/Visitor form which must be signed by the Headteacher and sent to the LA. The Senior Administrator will retain a copy of the form. The First Aider will contact the parents if an ambulance is required. If parents cannot be contacted the First Aider or designated adult will accompany the student to hospital if necessary. In the case of head injuries, parents must always be informed. All students entering the medical rooms must be recorded in the Medical Room Log Book.

(iii) **First Aid**

The arrangements for first aid in school will be in accordance with the approved Code of Practice with first aid boxes located in high-risk areas, eg. Science, D & T, PE, Kitchens etc. Each Faculty has its own first aid box and staff within the Faculty should make themselves aware of its location. The PE Assistant First Aider has the responsibility for checking these boxes termly and Department staff have responsibility for checking them monthly and to request replenishment from the First Aider as and when necessary. Members of staff without an appropriate first aid qualification should refer specialised treatment to a qualified First Aider.

(iv) **Data Protection Issues**

All accident reports will be kept in a locked cupboard by the Senior Administrator and shall be retained until the student reaches 21 years of age.

Taking of Medicines

The Governing Body have agreed to comply with the guidance detailed in the LA's Code of Practice No 5 – Administrations of Medicines in Schools.

Fire Precautions (see Appendix B for Fire Drill Procedure)

The arrangements for general fire safety will be in accordance with the approved Code of Practice. The school Fire Log Book will be used to record tests, drills, training and visits by the Fire Brigade etc. This is maintained and kept by the Senior Administrator.

The Senior Administrator in conjunction with the Senior Premises Officer has a responsibility for ensuring that a fire risk assessment is carried out in accordance with the relevant Health and Safety Circular.

Cleaning and Arrangements and General Housekeeping

Heads of Department/Faculty should have regular checks of their departments; maintain tidy work areas and storage arrangements. Any sub-standard cleaning should be reported, on the appropriate form (Appendix Q), to the Senior Administrator.

Training Arrangements

Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme. There are various categories of training requirements in school. They can be defined as follows.

(i) Induction Training

This will apply to new employees or transfer of employees to another department. They will need to be shown around the department, made aware of the policies and procedures, fire precautions, first aid and welfare arrangements. The Director of Professional Development is responsible for inducting new members of the teaching staff. The Senior Administrator is responsible for inducting new members of the support staff. The induction must include school procedures, the Fire Drill, Data Protection and Child Protection procedures.

New staff must receive the necessary Enhanced Criminal Records Bureau clearance (CRB) before commencing their duties. Where a delay in clearance occurs, a risk assessment must be carried out by the Line Manager to ensure that staff do not work alone with students.

(ii) Informative/Awareness Training

More in depth, in house, training, showing staff what they must and must not do, for example providing supervision until they gain an understanding of what is required. This will make them aware of their tasks, providing written procedures and arrangements.

(iii)

Specific Training

This is a 'hands on' training approach where it is recognised by the Governors that employees will require an accepted level of competence to perform their tasks.

- Design and Technology – Employees who have recourse to use, instruct and operate dangerous machinery/equipment ie woodwork, metalwork, heat treatment, will be required to hold the AACDET certificate.
- Science – Employees will be required to be trained in biological hazards and also in accordance with COSHH regulations 1988.

Statutory Requirements

- (i) COSHH (Control of Substances Hazardous to Health) – The Governors recognise the need for the school to carry out risk assessments of all areas in accordance with the regulations.
- (ii) Working in conjunction with the COSHH package, Heads of Faculty/Department should ensure that risk assessments have been carried out and that further monitoring is in place as required.
- (iii) No new substances must be taken into school until they have been cleared with the Senior Administrator, in the first instance, or the Bursar.
- (iv) A review of practice and procedures must take place periodically in Faculties and Departments
- (v) The Governors recognise there will be occasions when the need to refer to outside specialists for air monitoring and the checking of ventilation systems already installed for the removal of dusts, vapours, gases etc (eg. fume cupboards, woodwork extraction, heat treatment, soldering etc). The Senior Administrator will keep records of all checks.

Checking of Portable Electrical Equipment

- (i) Design Faculty – Mr P Garfoot – Senior Technician.
- (ii) Designated staff for all other portable appliances are: Mrs V Dennis, Mrs E Hellar, Mrs A Hearfield, Mrs J Farmer, Mrs M Trigg, Mrs J Tuite, Mrs C Partridge, Mrs J Auton, Mrs P Cooper, Mr S Booth and Mr A Hedley. There is an on-going review to identify new staff.

Plant Machinery/Equipment

- (i) The Governors recognise that initially it may be required to seek specialist advice in determining the safety requirements for the:
 - adequate and correct guarding of machinery;
 - general inspection of plant, equipment and machinery;
 - storage and transportation of toxic substances, gases etc;
 - disposal of toxic and other waste substances and materials.
- (ii) The Head of Faculty/Department will be responsible for carrying out periodical checks within their Department.
- (iii) It is also recognised that certain items of machinery/equipment need to be checked and certified in accordance with the manufacturers instructions.
- (iv) No new machinery, equipment or substances should be brought into the premises unless it has been cleared by the Senior Administrator or Bursar.

- (v) Heads of Faculty/Department will be responsible for defining safe systems of work for the cleaning and maintaining of plant machinery/equipment.
- (vi) Heads of Faculty/Department will also be required to liaise with the Senior Administrator in relation to the selection of suitable protective clothing and equipment.

Visitors/Contractors to the Site

- (i) All visitors are required to take reasonable care for their own and others health and safety and are required to comply with the health and safety policy of the school.
- (ii) Visitors should be aware that Ashby School is a no smoking site.
- (iii) At the sound of a long continuous bell, all visitors must leave the building and go to the relevant assembly point indicated on the signs around the school or as instructed by their host.
- (iv) All contractors/visitors must sign in and wear a badge indicating their name, who they are visiting and the date. A visitors' information sheet is available at each Reception. (Appendix K).
- (v) All contractors entering the site are the responsibility of the Headteacher.
- (vi) The following must be conveyed to all contractors:
 - The point of contact at the school.
 - The safe working arrangements.
 - A copy of the school's Health & Safety Policy should be made available.
- (vii) All new contractors will sign a copy of the school's Contractors Code of Conduct before the commencement of work on site. A pre-start meeting will be convened by the Senior Administrator for all contractors new to the site.
- (viii) The Senior Administrator or the Bursar must be made aware of any contractor on site and they must not start work without their permission to do so.
- (ix) Contractors must ensure that ASB100 is signed and the school asbestos file (kept in the Senior Administrator's office) checked before commencing work. This details the procedure regarding the discovery of asbestos in schools (Appendix S).

Arrangements for Staff Representatives

- (i) The arrangements for Safety Representatives are as detailed in the Terms of Reference of the Health and Safety Committee (Appendix D).
- (ii) Heads of Faculty/Department will liaise and communicate to staff representatives' problems, hazards and defects pertaining to their sphere of activity. Problems other than sources of imminent danger will be discussed at the Health and Safety Committee meeting.
- (iii) Any specific requirements, which require immediate action, will be taken after consultation with the Bursar or the Senior Administrator.

School Trips and Visits

- (i) The Governing Body will comply with the guidance from the LA detailed in Memorandum 32 – Conduct of Outdoor Pursuits and Memorandum 16 that relates to the use of the minibus.

- (ii) Two members of staff, The Director of Student Welfare and The Senior Administrator, have received Educational Visits Coordination training and are now the recognised EVCs for the school.
- (iii) All school trips and visits must follow the school procedure and risk assessment requirements (Appendix E).
- (iv) The ratio of students to staff is 15 students to 1 member of staff for day trips and 10 students for 1 member of staff for residential trips.
- (v) Both female and male members of staff must accompany parties of students of a mixed sex.
- (vi) Only members of staff who have passed the minibus competency test are permitted to transport students in the school minibus.
- (vii) Minibus drivers must produce their driving licence and complete a Minibus Declaration form at the beginning of each academic year confirming that they are still eligible to drive the minibus (Appendix O).
- (viii) Any minibus drivers who gain penalty points on their ordinary driving licence, or change/are given medication that may affect their ability to drive, should inform the Senior Administrator immediately for eligibility checks (Appendix F).
- (ix) The leader of the trip is responsible for the students in their care. If the trip is due to arrive back early, then every effort should be made to inform the parents and staff should stay with students until they are collected from school.
- (x) All minor incidents, including near misses, which occur during trips and not reported during the actual trip, must be reported to the Senior Administrator on return to school.
- (xi) Staff must comply with the new time restrictions (in the Driving on School Business Code of Practice instructions held in the Senior Administrator's office) introduced in October 2005. A copy of this is given to all minibus drivers.
- (xii) Students cannot be left in the care of anyone other than a member of Ashby School staff unless CRB clearance has been gained and the Trip Coordinator informed.
- (xiii) For exchange visits it is school policy that all host families must undergo a CRB check.

Emergency Procedures and Emergency Planning/Response to Crises/Staff Safety

- (i) A long continuous bell will ring when an emergency situation occurs. At the sound of this bell the building must be evacuated immediately and staff, students and visitors must go to the relevant assembly points. (There is a sign in each room indicating this).
- (ii) In the event of accidents, fires, explosions and spillages, the Headteacher, Head of Block, Bursar or Senior Administrator must be informed immediately. (Appendix B).
- (iii) Plans for other emergencies (eg. meningitis outbreak) are maintained by the Senior Administrator.
- (iv) In the event of a telephone system failure or power cut, the emergency extensions are 202 – A Block Year Room and 341 - Mr Pipers' office.
- (v) Pastoral staff, ie Non Teaching Heads of Year and Lunchtime Supervisors

are issued with two way radios for security and safety reasons.

Careers

The member of staff i/c Careers is directed to the Education (Work Experience) Act 1973 Circular 7/74 – Guidance for the Work Experience Act 1973 and DfES Health and Safety (Training for Employment) Regulations 1990 HSE and will follow the guidance as provided, on placement and inspection procedures.

Use of School Premises Outside Hours

The Governors have read and agreed to comply with the guidance given by the LA in memorandum 17 – School Lettings. The Senior Administrator has responsibility for administering lettings and the following procedures will apply:

- Initial enquiry where costings and arrangements are explained verbally.
- The Pink LA form – Application to Hire Premises – (Appendix L), and where necessary the White Form – Regulations and Conditions for the use of this Swimming Pool (Appendix M) and Hire of Facilities (Appendix N) are sent out.
- A Risk Assessment and emergency planning procedures will be requested before the letting commences.
- The Pink Form is signed and returned, together with the assessment and emergency planning procedures, and the letting commences.
- All hirers, who hire the premises for under 18s activities, are required to be cleared by the Criminal Records Bureau.
- All swimming certificates and qualification documents will be requested and kept on file by the Senior Administrator.
- Hirers are required to carry out a risk assessment on non-school owned equipment before the letting takes place.
- Hirers of the swimming pool must comply with the Normal Operating Procedures (Appendix M) and the Emergency Action Plan (Appendix M)

Security and Prevention of Unauthorised Access

- (i) Security fobs for electronic doors in A, B and C Block are available from the Senior Administrator and should be returned to her when the member of staff leaves the schools employ.
- (ii) Access to the school, before 7.45am and after 4.45pm, with the security fob, is as follows:
 - A Block – by the security door (main entrance).
 - B Block – by the security door (main door by Mr O'Brien's office).
 - C Block – by the security door (main door opposite the Library).
- (iii) Staff must only exit the building after 4.45pm from the 3 designated doors referred to above.
- (iv) All employees are expected to wear the school identity badge when on site. Visitors and contractors should be directed to either the A Block or B Block reception offices if a badge is not being worn.
- (v) Working alone outside school hours staff should:
 - wherever possible, ensure the security restriction measures on the electronic doors referred to above are in place before commencing work;
 - Wherever possible, ensure that they have access to a telephone in the

- event of the need to request assistance or report intruders.
 - ensure that they are, wherever possible, within 'earshot' of a colleague when working alone;
 - inform the Senior Administrator or the Senior Premises Officer if they intend to work alone outside school hours. During holiday times staff must always sign in and out.
- (vi) If staff are faced with intruders or have to deal with emergencies where they cannot leave the room to summon help, they should press the alert button on Winfolder.
- (vii) Staff should courteously challenge visitors on site without an identification badge.
- (viii) For additional security during school holiday periods, for vulnerable equipment such as computers or data projectors, the technicians have been issued with two-way radios.
- (ix) Staff must not leave classrooms, which have data projectors, unattended, and staff should keep vulnerable classrooms locked when not in use.
- (x) There are separate security procedures for the Science Block. (Appendix U).
- (xi) A CCTV system is in place for the Nottingham Road site with further plans to cover the Leicester Road site. A separate policy governing the use of the CCTV system is held on the school Policy File.

Noise and Vibration

The Governors recognise that there may be problems experienced with noise and vibration. Heads of Department/Faculty will report all such cases to the Senior Administrator, who, if necessary, will seek specialist advice to monitor the hazard.

Communicating Information to Employees

The Headteacher will be responsible for ensuring that any regulations, information, guidance notes etc, received are passed immediately to staff who have a direct interest. As this will normally relate to a Faculty/Department's activities, the information will have to be passed on or highlighted on that Faculty/Department's safety policy or safe working arrangements.

Disabled Access and use of the Buildings

- (i) Ashby School works with the LA to ensure compliancy with the DDA Act 1998 in order to accommodate users with a disability. This applies to the school day and to external hirers of the school facilities.
- (ii) The school has ramps in place and students in wheelchairs are timetabled to ground floor classrooms. Yellow lines are in place for the partially sighted. A lift operates in the Science building and the English Block. Disabled car parking spaces are provided for visitors.
- (iii) The SENCO works very closely with students with statements of education or specific educational and physical needs, eg. the enlargement of scripts for examinations etc. The staff work closely with the hearing and sight impaired services and act on their recommendations.
- (iv) There is ongoing liaison between the school and the LA to address issues relating to the Accessibility Plan, which is held by the LA.

- (v) The SENCO and Senior Administrator meet regularly to review the arrangements necessary for new students due to start in September.

Catering/Kitchen Equipment

- (i) Under a service level agreement the LA Client Technical Support Unit will maintain and carry out the necessary checks and service to the kitchen equipment.
- (ii) The LA Client Technical Support Unit are currently contracted to carry out external monitoring of the catering.

Asbestos Arrangements

- (i) If staff members suspect the presence of asbestos material on the school site, they must contact the Senior Administrator or Bursar immediately.
- (ii) No attempt whatsoever should be made to tamper with any suspected asbestos.
- (iii) The school complies with ASB/100 procedures. (Appendix S).

MONITORING AND CHECKING OF SCHOOL BUILDINGS, SITE AND EQUIPMENT

The Building Site

From 1 April 2005 the school assumed the responsibility for external maintenance.

- (i) The Premises Officers and Groundsman have a responsibility for checking the whole site as they go about their normal routine.
- (ii) All staff have a responsibility for their own area and any problems should be reported either on the monthly return (yellow sheet) or on the emergency return (grey sheet), which should be sent to the Senior Administrator (Appendix P and Q).
- (iii) All problems, reports, requests, faults etc are logged for responding, monitoring and management purposes.
- (iv) The LA Client Technical Support are contracted to monitor the grounds.

Risk Assessment

- (i) An ongoing risk assessment is carried out in consultation with the LA Health and Safety Officer and Inspectors in the Property Department. The Health and Safety Committee will comply with current and future legislation. A separate risk assessment is carried out by an outside agency on behalf of the Design Faculty.
- (ii) The Governors have a responsibility for the risk assessment and checking of maintenance items (Appendix G).
- (iii) All staff have a responsibility for a continued risk assessment of their work areas and any risks identified should be reported, in the first instance, to the Senior Administrator, or the Bursar, as soon as they become apparent (Appendix Q).
- (iv) The Senior Administrator and the Bursar carry out, at least termly, a whole

- school site check.
- (v) The Senior Administrator carries out a whole school risk assessment at least annually this includes consultation with the Heads of Faculty (Appendix T).
 - (vi) The Faculty support staff carry out monthly checks of their department/area and these reports are sent to the Senior Administrator (Appendix P).
 - (vii) The school was engaged the services of an external agency to carry out a full whole school risk assessment audit and a fire risk assessment audit, every 18 months. The school is required to complete a monitoring questionnaire to demonstrate progress made since the full risk assessment audit, which determines the scope of the next audit.

MONITORING THE SCHOOL HEALTH AND SAFETY PERFORMANCE

- (i) The Health and Safety Committee will identify procedures for carrying out departmental self-inspection and may appoint suitably qualified and experienced persons to carry out this function.
- (ii) The Governors and the Headteacher will identify from any reports the strengths and weaknesses in the conduct of departmental inspections in order to remedy situations and to plan successfully future objectives regarding health and safety matters.

AUDITING

- (i) The Governors will require an annual report in the form of an audit of health and safety matters. This will be provided by details in the LA health and safety return and termly report to Governors.
- (ii) The audit should include an examination of records to show that:
 - accidents are being recorded and investigated;
 - precautions and preventative measures are listed;
 - the policy – effectiveness across all levels;
 - inspection procedures.

Signed:

Chair of Governors: _____ Date:

Headteacher: _____ Date:
