



# SIR THOMAS RICH'S

## Health and Safety Policy

These guidelines were drawn up in accordance with the following:

- Gloucestershire County Council's Health and Safety Manual;
- HSE publications:
- Leading Health and Safety at work;
- Reporting accidents and incidents at work (2013);
- Asbestos management checklist;
- Health and Safety checklist for classrooms;
- Five steps to risk assessment; consulting employees on Health and Safety;
- Department of Education (DfE) publications: Health and Safety - Advice on legal duties and powers;
- Guidance on First Aid in schools; Guidance on emergencies and severe weather.

**Reviewed:** July 2014

**Status:** Statutory

**Responsibility:** The SMT draws up and implements this policy. It is the responsibility of the governors to review it annually and monitor its implementation and effectiveness

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Display Screen equipment; ; Educational visits; Handling and lifting; Hazardous substances; Noise; Parent association; School transport; Security arrangements; Violence to staff; Working at height; Work experience placements.

**b) Premises**

Asbestos; Caretaking and grounds maintenance; Cleaning; Contractors; Glass and glazing; Lettings; Maintenance/ inspection of equipment; Snow and ice gritting; Vehicles on site; Water supply; Workplace inspections.

**c) Medical/Fire and Emergency arrangements**

Dealing with medical conditions; First Aid; Accident reporting, recording, investigation and advice; Fire precautions and procedures; Emergency arrangements in case of bad weather.

**d) Catering and Food Hygiene**

# 1. Statement of Intent

The Governing Body and Headmaster of Sir Thomas Rich’s recognise and accept their statutory responsibilities under the Health and Safety at Work Act 1974. Specifically, to conduct the business of the academy so as to ensure, so far as is reasonably practicable, that every member of the school community (defined as employees, pupils and anyone using academy premises or participating in academy-sponsored activities) can enjoy a safe and healthy environment. Maintaining such an environment requires the full co-operation of every member of the school community with health and safety procedures established under this policy, and a shared commitment not to compromise the safe condition of the fabric of the academy premises or its working practices. All employees must take reasonable care to avoid injury to themselves and others, should intervene where appropriate to protect the health and safety of pupils and visitors and are encouraged to support continuous improvement of the School’s health and safety performance.

In particular, the Governing Body and Headmaster are committed to:

- providing a safe and healthy working and learning environment and ensuring that the premises are maintained in a safe condition;
- maintaining safe access to and egress from the premises;
- preventing accidents and work related ill health;
- assessing and controlling risks from curriculum and non-curriculum work activities including offsite visits;
- complying with statutory requirements;
- ensuring safe working methods and providing safe equipment;
- providing effective information, instruction and training;
- monitoring and reviewing systems to make sure they are effective;
- developing and maintaining a positive health and safety culture through communication and consultation with employees and their representatives on health and safety matters;
- setting targets and objectives to develop a culture of continuous improvement;
- ensuring a healthy working environment is maintained including adequate welfare facilities;
- ensuring adequate resources are made available for health and safety issues, so far as is reasonably practicable;
- ensuring safe use, handling and storage of substances at work.

In addition to the above commitment, the Governing Body and Headmaster also recognise their obligations to non-employees and provide visitors, contractors and members of the public with the necessary information to ensure their safety.

The Governing Body delegates the annual review of the policy to the Finance, Audit and Risk Management Committee.

**Signed** \_\_\_\_\_

**Headmaster**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Chair of Governors**

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

## 2. Accountability and Responsibilities

**Governors:** The Board of Governors has overall responsibility for agreeing the policy and setting up arrangements to manage risk and health and safety. The Finance and Audit Committee monitors risk assessments and day-to-day management of health and safety. A governor, currently Mr T. Wilton, is the nominated governor for health and safety and will carry out a termly audit.

**Headmaster:** The Headmaster, assisted by SMT and the Health and Safety Officer, has the overall responsibility of day-to-day risk assessments and Health and Safety compliance.

**Site Manager:** The Site Manager has responsibility for school security, maintenance of buildings and equipment and management of contractors.

**Commercial Lead:** The Commercial Lead, together with the Headmaster and SMT, manages the day-to-day running of commercial operations including risk assessments and Health and Safety compliance.

**Heads of Department:** Heads of Department in higher risk areas are responsible for the management of health and safety within their curriculum areas and ensuring risk assessments are regularly carried out and recorded. Art, Design and Technology, PE, Science and Food Technology are recognised as higher risk areas.

**Educational Visits Co-ordinator:** The Educational Visits Co-ordinator works with the trip leader to ensure the standards for off-site activities and educational visits are followed.

**Employees:** All employees have individual legal responsibilities to take reasonable care for the health and safety of themselves. They must comply with the policy and ensure all persons under their control are aware of health and safety requirements. They should report to their immediate line manager any hazardous situations and defects in equipment, report all incidents to reception and inform their line manager of any shortcomings in the School's health and safety arrangements.

**Pupils:** Pupils are expected to exercise personal responsibility for themselves and others, observing school rules and the Code of Conduct.

**Visitors:** They are responsible for their own health and safety and that of others. On arrival they are given information on health and safety procedures and are required to report any accident to Reception.

**Volunteer and Parent Helpers:** They are provided with information and guidance on health and safety e.g. fire and emergency procedures. They are directly accountable to the teacher in charge while on the school site.

## 3. Arrangements

### a. Consultation

In accordance with "The Safety Representatives Committees Regulations 1977" the Headmaster, will carry out consultation with the staff or the union representatives as appropriate on the following health and safety matters as appropriate.

- any change that may substantially affect the workforce's health and safety.
- arrangements for getting "competent" people to help meet the School's obligations under Health and Safety laws e.g. appointing a Health and Safety manager.
- information on the risks and dangers arising from an employee's work and measures to reduce the risk and procedures if exposed to a risk.

Consultation on the planning and organisation of health and safety training will be carried out by the Health and Safety Officer and the health and safety consequences of introducing new technology by the Network Manager.

## **b. Training**

### **Staff Health and Safety Training/Competence**

- Line managers within the School will undertake a training needs analysis to identify the competency requirements of specific job roles in terms of health and safety, and will ensure that appropriate training is delivered and training records held. This training needs analysis will be reviewed on an annual basis or on the introduction of new legislation.
- Where new jobs or tasks come on stream or where there are changes in health and safety legislation, training and competency issues, line managers will be addressed as a matter of priority.
- Line managers should consider health and safety during the Appraisal process and address areas of concern with staff.

## **4.**

### **a. Risk Assessments**

- Those responsible for premises or curriculum areas must ensure that risk assessments are undertaken and recorded.
- Risk assessments will be reviewed periodically and immediately where there is a change in circumstances. Risk assessments are located in the Site Office.
- The School has a regular audit carried out by Gloucestershire SHE (Safety, Health, Environment) unit that reviews safety management systems. Action points are identified and implemented with named personnel. The audit is kept in the office of the Health and Safety Officer.

### **Display Screen equipment (DSE)**

Most staff in the School are not considered to be DSE users. (A user is defined as someone who uses a screen continuously for an hour or more.) The School will be vigilant and if a member of staff is identified as a user it will adhere to the Working with Display Screen Equipment (DSE) guidelines. Responsibility for identifying potential users lies with the Network Manager.

For further information see Health and Safety Executive (HSE) guide on "Working with display screen equipment".  
<http://www.hse.gov.uk/pubns/indg36.pdf>

### **Educational visits**

See the School's Educational Visits Policy.

### **Handling and Lifting**

The Site Manager is responsible for risk assessing any activities that involve significant manual handling tasks and providing appropriate training. Professional advice is available to all staff from the SHE Unit.

### **Hazardous substances**

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

COSHH assessments and Data sheets are kept in the office of the Site Manager.

### **Noise**

The School is aware of its responsibility for assessing the risks of noise. The Music and Design and Technology departments are identified as potential areas of risk. The Heads of Department will use appropriate control measures to avoid damage to health.

### **Parent Association (PA)**

The Chair of the PA is responsible for carrying out risk assessments for PA run events and organising insurance where appropriate.

### **School transport**

- The Headmaster delegates to the Educational Visits Co-ordinator (EV co-ordinator) the responsibility for ensuring that vehicles kept or hired by the School are operated in accordance with the law.
- Employees who are required to use their private vehicles for official business are personally responsible for ensuring that they have a valid licence and appropriate insurance and that the vehicle is roadworthy and fitted with a suitable seat belt for each passenger.
- Drivers of a hired vehicle must hold a current and valid driver's licence and all drivers must have completed the minibus driver training scheme and have qualified for and hold a valid "Council Minibus Driver Permit". Use must comply with the Gloucestershire County Council Minibus Policy.

### **Security Arrangements**

- The School has a CCTV system.
- Staff should report any suspicious incidents to reception.
- All visitors must sign in at reception where they will be issued with a badge and given a visitor's leaflet on procedures for Fire and Emergency evacuation, Safeguarding the welfare of children and Health and Safety. They must sign out before leaving the premises.
- Visitors are not allowed into classrooms unless escorted by a member of staff. They are supervised by the member of staff co-ordinating the visit.
- The Site Manager is responsible for securing the site at the end of the school day.

### **Violence to Staff**

This is a low risk at the school. Any incident of aggression or violence to staff must be reported immediately to the Headmaster who will ensure the incident is thoroughly investigated, recorded and appropriate action taken.

### **Working at Height**

The Site Manager will ensure that working at height is risk assessed in accordance with the Health and Safety Executive (HSE) guidelines. The Site Manager is responsible for ensuring that those staff who work at height receive the appropriate training and that equipment is regularly checked. Records are kept in the Site Office.

### **Work Experience placements**

Work Experience placements are vetted, using an outside provider, currently Prospects Training Services. They are responsible for health and safety issues within the placements. The School's Work Experience Co-ordinator, currently Mr Lloyd, is responsible for ensuring compliance with the working practices outlined in the government's guidelines: "16-19 study programmes: work experience." The Work Experience Co-ordinator ensures that parents are fully informed, briefs pupils on health and safety in the workplace and visits pupils at their placement.

## **b. Premises**

### **Asbestos**

To minimize risk from asbestos containing materials on the school premises, the School will:

- comply with all regulations concerning the control of asbestos;
- remove asbestos containing materials where the risk to building users is unacceptable;

The Site Manager is responsible for the asbestos register and where necessary communicating to all staff and visitors where asbestos containing materials are located within the school site. The asbestos surveys are kept by the Site Manager with copies available at Reception.

### **Caretaking and Grounds Maintenance**

- The Site Manager is responsible for identifying the risks associated with site and grounds maintenance and maintaining the relevant records.
- Grounds maintenance is carried out by Cheltenham Borough Council and the School and the County monitor the contract under the traded services agreement.

A Premises Maintenance plan is in place to ensure that regular checks are made.

## **Cleaning**

The cleaning of the building is carried out by a contracted cleaning company as arranged by Gloucestershire County Council. The School and the County monitors the contract under the traded services agreement. The cleaning company is responsible for its own inspections and reporting procedures. The Health and Safety Officer is responsible for ensuring that COSHH regulations are observed and Sixth Formers who undertake cleaning are suitably trained.

## **Contractors**

The Site Manager is responsible for contractors and follows the guidance issued by Gloucestershire SHE unit.

## **Glass and Glazing**

A risk assessment has been carried out for all glazing on site to ensure it complies with current safety standards. This is kept in the Site Office. All low level glazing is toughened or laminated glass. Staff should report all broken glazing to the Site Manager. The site is made safe immediately and repairs/replacement carried out as soon as possible.

## **Lettings**

- All lettings of the site are managed by the Commercial Lead
- All hirers complete the hire agreement form. Copies of the signed forms, risk assessments and insurance policies are kept in the office of the Commercial Lead.

## **Maintenance/Inspection of Equipment**

- The School inspects and maintains its equipment on a regular basis. The inspection and maintenance of departmental equipment is organised by the department, using external companies as appropriate.
- The inspection and maintenance of all other equipment is organised by the Site Manager.
- The Site Manager organises an annual inspection of gas and electrical appliances by qualified contractors. Records are kept in the Site Office.

## **Electrical equipment (fixed and portable):**

- Fixed and portable electrical checks will be carried out by appropriately trained personnel.
- The School employs a part time member of staff to carry out PAT testing on a rolling programme. The member of staff reports to the Site Manager.
- The results of the electrical safety test, both PAT testing and fixed wire inspections, are kept in the Site Office. A copy of PAT records is also kept in office of the Health and Safety Officer.

## **Personal Protective Equipment (PPE):**

- Line managers will assess on the basis of risk assessments and COSHH (Control of substances hazardous to health) assessments the need for PPE.
- Where it is assessed that PPE is required, it shall be appropriately selected and provided.
- A record of PPE issue will be made which will include details of any expiry dates so that equipment can be replaced as and when is necessary.
- Staff are responsible for ensuring that they use PPE where it is provided.

## **Snow and ice gritting**

Salt and grit are kept on the school site. Gritting is carried out in advance of snowy and icy conditions where possible. Paths are cleared of snow and access to potentially hazardous areas is restricted. Extra staff are put on duty to supervise pupils.

## **Vehicles on Site**

The School endeavours to reduce the hazards caused by vehicles on site by:

- requiring cyclists to use one entrance and to dismount at the school gates;
- creating two separate designated waiting areas at the end of the school day for those pupils using buses, one for years 7 – 9 and one for years 10 – 13;
- supervising pupils waiting for buses;
- requiring staff on duty to wear high visibility jackets;

- advising staff to avoid leaving school in their cars between 3.40 and 4.00 pm to reduce traffic at the most congested time of day.

### **Water Supply**

In accordance with the School's Maintenance Plan regular water checks are undertaken to detect legionella. These are carried out by the Site Manager and records are kept in the Site Office.

### **Workplace Inspections:**

- Line managers responsible for premises are constantly vigilant and undertake regular workplace inspections as appropriate and keep a written record.
- Slips, trips and falls are a common cause of accident. It is the responsibility of teachers to ensure their classrooms have clear traffic routes and that exit routes are clear. All hazards, obstructions, spillages, defects or maintenance requirements are reported to the Site Manager. The Site Manager is responsible for corridors, common areas and outside areas.

## **c. Medical/Fire and Emergency arrangements**

### **Dealing with medical conditions**

For details, please see the School's policy "Pupils with Medical Needs".

### **First Aid**

The School follows the DfE "Guidance on First Aid for Schools".

- Suitably stocked first-aid containers are located at Reception, in the Sports Office, in the Science, Design and Technology, Geography and History departments and other easily accessible areas of the school. They are carried in all minibuses and are taken on all educational visits.
- The School has a defibrillator located in the Sports Centre.
- The Health and Safety Officer holds a list of trained first aiders and their qualifications. Their role is to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards. They will ensure that an ambulance or other professional help is called if necessary.
- SMT and Reception Staff are the appointed persons to take charge when someone is injured and ensure that an ambulance or other professional medical help is summoned when appropriate. They are supported by Mrs L. Phillips, a qualified nurse, who is responsible for stocking the containers, checking expiry dates of first aid equipment and re-ordering supplies as appropriate.
- A record of any first-aid treatment given by first aiders or appointed persons is kept in the medical room. This includes the date, time and place of the incident, the name of the injured or ill person, details of the injury/illness, what first aid was given, what happened to the person immediately afterwards e.g. stayed in school, taken to hospital and the name and signature of the person dealing with the accident.
- The School ensures that staff are informed of the first-aid arrangements, including the location of equipment, first aid personnel, and procedures for monitoring and reviewing first-aid to determine whether any additional provision is required. First aid notices are prominently displayed in every building.

### **Accident Reporting, Recording, Investigation and Advice**

- The School records, reports and investigates accidents, incidents and near misses in accordance with the Gloucestershire County Council SHE Procedure (SHE/PRO/4) for accident reporting and investigation.
- All staff should report accidents, incidents and near misses to reception or the Headmaster's secretary who will record them in the Accident book or complete a form (this will depend on the nature of the incident). Line managers will investigate such incidents and identify and implement means to prevent a recurrence.
- All completed accident/incident/near miss forms will be reported electronically using the SHE enterprise accident database by the Headmaster's secretary.
- The School will report directly to The Health and Safety Executive (HSE) serious accidents and incidents in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

### **Fire Precautions & Procedures**

The guidance Fire Safety Risk Assessment - Educational Premises issued by the Department for Communities and Local Government (DCLG) has been adopted.

- The Site Manager, in accordance with the School's Maintenance plan, ensures that emergency lighting systems, fire extinguishers and fire alarm systems are tested and maintained on a regular basis.
- The Site Manager is responsible for risk assessing fire hazards and maintains all records.
- Any significant findings from the fire risk assessment will be actioned immediately.
- Fire Drills take place every term. For the first drill both staff and pupils are informed. The second drill takes place without informing pupils in advance and the third without the knowledge of both staff and pupils. Any accidental activating of the alarm will be treated as a proper emergency.

### **Emergency arrangements in the event of bad weather**

Information on emergency arrangements in the event of severe weather is given to all parents and students, is available on the School website and in the Staff handbook.

### **d. Catering and Food hygiene**

The School manages its catering 'in house' and the Catering Manager is responsible for risk assessing the kitchens and dining room. Documentation is held in the Catering Manager's office regarding HACCP (Hazard Analysis and Critical Control Point) procedures set out by the Food Standards Agency, which outlines the food safety management.