

**GENERAL STATEMENT OF POLICY
for HEALTH and SAFETY and WELFARE**

King Edward VI School, Bury St Edmunds

The governors and Headteacher acknowledge that:

1. Suffolk County Council has the prime responsibility for health and safety and that the governing body and Headteacher have specific responsibilities to manage health, safety and welfare at the school level;
2. they have responsibilities
 - to support the published policies and aims of the county council, and
 - to promote continuous improvement in the health and safety performance of the education service;
3. the Headteacher, 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 Suffolk County Council;
4. 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 clients, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.

This policy has been adopted by the whole governing body and is signed by the Chair of Governors on its behalf.

B Field.....  Chair of Governors

This policy is also signed by the Headteacher as the Local Health and Safety Coordinator for the school.

L Walker.....  Headteacher

EDITION NUMBER	7
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THIS POLICY WAS ADOPTED BY THE GOVERNING BODY ON
22/11/17

ARRANGEMENTS

Health and Safety Policy Review

- This health and safety programme is to be reviewed and updated annually and is to be formally adopted by the whole governing body. Any changes to the relevant signatures are to be made at this time.

Communication and Information Management

- Health and Safety matters are overseen by the Finance, Premises and Health & Safety Committee of the School Governing Body
- A report is made to each meeting of the governors' Finance, Premises and Health & Safety Committee and a termly report is to be presented to the whole governing body by the Headteacher.
- Records of all health and safety meetings, risk assessments, reports and health and safety inspections are to be kept in the central files for reference and inspection.
- The school has a system to ensure relevant health and safety information is passed on to relevant staff within the school.
- Heads of departments are to be made aware of their responsibility with regard to the management of the curriculum subject specific information. They are responsible for keeping the school's health and safety coordinator informed of any new information and guidance received
- A dedicated health and safety notice board is to be on display in the staff room for reference, promulgation and dissemination of health and safety topics.

Critical incident management

The school has a Critical Incident Plan which encompasses the county guidelines and has been adopted by the full governing body. All staff sign for a copy of these management plans and are aware of the advice contained therein.

Health and safety induction training

All staff receive health and safety induction training on appointment at the school. This training is on-going and matched to the specific work and responsibilities of personnel. The checklist for this induction session is at Annex 'A'.

Routine updating and continuation training

Routine updating and continuation training is carried out as and when required and those attending have their records duly amended. Those who are unable to attend will be updated at the earliest date.

Personal safety procedures

All staff are trained in personal safety procedures and any new staff taking up post without this training are earmarked for future courses.

Dealing with aggressive and violent behaviour

The school has a written policy with which to record, investigate and deal with all forms of aggressive and violent behaviour.

All staff are advised of the availability of the guidance contained in 'Dealing with abuse, threats, and violence towards school staff'.

Visitors

All visitors to the school and the environs are to be registered with Reception, and are to be given a badge to wear which must be clearly visible at all times. Anyone not wearing an identification badge is to be challenged.

Key holders

A list of key holders is kept in the Facilities Manager's office; any changes to this list generate an amendment which is to be sent to the relevant authorities. The relevant authorities (SCC, Police, etc) are notified of changes as required.

Car parking

Visitors are to use the visitors' car park and to report to Reception on arrival.

Lone workers

Any staff who, due to their duties will find themselves working alone, are to be made aware of the provisions laid down in the risk assessment for the duties undertaken. **Note** - specific risk assessments are needed for these potentially higher risk activities.

Planned safety checks

Procedures

The planned safety checks are to be carried out on a rolling inspection basis with all areas and equipment subject to an annual inspection. The inspections are to be part of the school improvement plan and these inspections are formal and to be recorded. Any areas of concern are to be rectified and brought to the attention of the health and safety representative.

In addition checks may be made on an area by members of staff or governors and the results recorded in the inspection book.

Both planned and informal checks form a vital record of the health and safety of the school and the environs. At the end of an inspection a report is to be written to formally record the health and safety position of the areas/activities so inspected. This report may be used to enable the health and safety committee to decide on a course of action. At the conclusion of all inspections, the results are to be made available to the member of staff responsible for health and safety. The inspection book is to be returned to reception for safekeeping.

The Governors' Finance, Premises and Health & Safety Committee are to meet termly to review the incident history and make such plans as may be required to maintain a safe environment in School.

Incident reporting/Investigation

All incidents are to be recorded on the approved report forms and promptly emailed to the County Health & Safety co-ordinator.

Inspections

These inspections are placed under separate categories to aid checking and to simplify the arrangements.

Lifting - propping – load bearing and weight bearing equipment

Lifts, hoists, winches, ropes, ladders, steps, jacks, scales, these items are to be inspected annually and notes maintained

Heating, cooking, extension cables and main leads, plugs, sockets, washing and cooling equipment

An annual inspection is carried out and an earth test completed on all equipment. Visual inspections are to be carried out on all other items. The results are to be recorded in the inspection book.

Engineering, Design and Technology (compressors, kilns, cutting equipment, computers)

An annual inspection is to be carried out and the results recorded.

Filter equipment and catering equipment including water systems (Legionnaires' disease)

All dust extractors, vapour, fume cupboards and ventilating equipment are to be inspected to comply with the makers' recommendations in addition to the annual inspection

Gym/Drama equipment

All equipment used in the pursuit of sport and drama is to be inspected prior to use on every occasion and subject to the normal annual and formal inspections. Any suspect equipment is to be taken out of use immediately and the activity cancelled/modified.

Premises

The premises are subject to a rolling inspection and the results are to be recorded and action taken where necessary. Planned and unplanned inspections will be carried out by nominated staff and governors who will report termly to the management team.

Risk assessments

Where appropriate tasks or activities will have had a risk assessment carried out to determine the risk factor. A risk assessment of general classroom and office activities will

also be maintained. During the course of time, a further risk assessment may have to be carried out. This may be due to the addition of new equipment, increase in participants or a change of venue. Risk assessments are to be carried out when the area/activity is working and when it is not to ensure all concerns are catered for. All risk assessments are to be filed and kept for reference. Specific risk assessments will be required for lone workers

Fire procedures

The fire risk assessments are included in the general risk assessment files.

Evacuation procedure

The notices detailing the evacuation procedure (Annex 'B') are on display in each class room, staff room and common room. The procedure is to be practised termly and recorded.

Fire extinguishers

These are inspected and marked annually in line with county guidelines. Key staff are trained in the use of all fire equipment.

Fire alarm test

The fire alarm is tested weekly and the result recorded in the register kept by the caretaker.

Fire exits

These are routinely checked on a daily basis and formally inspected half-termly.

Fire safety arrangements

The Suffolk Fire Service have inspected the school premises and agreed the arrangements for fire fighting on site.

First aid

First aid boxes are distributed throughout the school and located at convenient locations. Monitoring, maintenance and replenishment is the responsibility of the Medical Needs Co-ordinator. A list of those members of staff qualified to administer first aid is held with the central records. This list also records the expiry date of their certificates.

The first aid requirements with regard to visits and trips are to be carried out in line with County guidelines.

Emergency assistance

In all cases the number to ring is **999** when medical assistance beyond first aid is required.

Clinical waste

A clinical waste bin is held in the Medical Room. Waste is disposed in in conformity to current guidelines.

Vehicle control and pedestrian safety

Staff are permitted to park routinely on school premises. Permission is also given to an agreed list of students. Permits may be issued to students who have provided proof of insurance.

Parents are asked not to drive onto the school site when dropping off/collecting students at the beginning/end of the school day. At the end of the school day staff are to supervise the exit of students off site because of the high volume of pedestrian travel and conflicting vehicle movements.

Visitors may park on site using the Grove Road entrance. Routine deliveries are programmed and enter the site via the Spring Lane entrance. Drivers are asked to avoid peak pupil movement times.

Educational trips and visits

All visits are overseen by the Educational Visits Co-ordinator and County guidelines are strictly adhered to. The school has a school trips and visits policy which contains specific instructions regarding school visits. All staff planning trips and visits must to ensure that they have read this. A risk assessment must be carried out with the Educational Visits Co-ordinator prior to any trip.

Staff Well-Being

The school subscribes to the Suffolk Employee Assistance Programme, supplied by PAM.

As part of this programme all staff have access to free confidential advice for themselves and their families for any issue.

School minibus / cars

The school minibus may only be driven by those members of staff who have passed the County assessment. Staff cars may only be used to transport students if the insurance covers business use. In such cases safeguarding guidelines will be observed. Students are not allowed to use cars on school trips and visits.

Safeguarding / child protection

The school follows the current Suffolk County Council guidelines, with a Safeguarding Policy, which is reviewed annually by the governing body. All staff undergo Level 1 safeguarding training at least every three years; new staff to the school receive this training as part of their induction process. This is recorded on staff individual training records.

The current school Senior Designated Lead is Peter Wright (Assistant Headteacher). Bev Tucker (Deputy Headteacher) and Sue Sweny (Pastoral Support Manager) are Alternate Senior Designated Leads. Sue Sweny is also the school's e-safety lead.

Students with medical needs

The school follows the current Suffolk County Council guidelines for the administration of medicines and the management of medicines within school. A register of all students with known medical conditions is maintained by the school's Medical Needs Coordinator and published to all staff. Medical plans are regularly reviewed with parents and with members of the Schools' Nursing Team.

Premises security

The school follows the current county guidelines.

Visitors, including Contractors on site

All visitors on arrival are to report to the Reception. All visitors will receive relevant health and safety information on arrival, which includes fire procedures, ban on smoking and safeguarding. The caretaker will inform the contractors of any access restrictions placed upon them.

Should an area become unusable to staff arriving earlier or working outside normal working hours, then the caretaker will place a notice to ensure adequate warning is given. The caretaker is responsible for ensuring that the contractors behave reasonably, and that reasonable safety precautions are in effect, and will monitor the contractors' safety performance. All members of staff have a responsibility to inform the Health and Safety Co-ordinator of a breach of health and safety in this regard.

Outside lettings

All non-specialist classrooms, halls and common rooms (except staff rooms) are available to let.

At the time of booking information is provided to inform hirers who are booking the premises about any necessary health, safety or security information relating to the premises and any equipment that may be used.

ANNEX A

Health and Safety Induction Training

All staff must receive adequate induction training including that which is matched to their specific task and responsibilities. This training is to include the following, which is both basic and more specialised in nature.

- ❖ Overview of the school's health and safety policy and organisational structure
- ❖ Tour of the premises
- ❖ Current health and safety priorities for the school including safety policy targets
- ❖ Communication and relationships with other departments, schools and the LEA
- ❖ General health and safety advice, including the school's own guidance and that of the LEA
- ❖ Where appropriate, curriculum specific guidance and arrangements for working with the county subject advisors.
- ❖ For all staff the arrangements for ensuring the duties relating to the management of asbestos are fulfilled and that the asbestos survey report is available.
- ❖ Advice about the need for "expectant and new mothers" risk assessment as required.
- ❖ Introduction to recognised unions and the local representatives.
- ❖ Employee problems and concerns. Specific duties and responsibilities.
- ❖ Grievance procedures (as they relate to health and safety).
- ❖ Information on hazards specific to the school and established controls or precautions.
- ❖ Use of equipment or tools.
- ❖ 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 Protection Equipment).
- ❖ Housekeeping procedures for policy documents and local rules.
- ❖ Disposal of clinical waste.
- ❖ Legal responsibilities and rights.
- ❖ Work permit systems (eg arrangements for visits or trips).

- ❖ Physical examinations in pursuit of 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 evacuation and emergency procedures.
- ❖ Fire extinguishers - location and use.
- ❖ Access to well-being 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.
- ❖ Correct use of guards.
- ❖ Safe procedures for machines, including design technology equipment.
- ❖ General housekeeping and maintenance of access and egress.
- ❖ Smoking restrictions.
- ❖ Reporting of incidents, hazards, work-related injuries and illnesses.
- ❖ What to do in an emergency.
- ❖ Completion of the County Incident Report Form.
- ❖ School trips and visits policy.

Fire Action

Any person discovering a fire

Sound the alarm

Dial extension

800

On hearing the fire alarm

- 1. Leave the building by the nearest route**
- 2. Close all doors behind you**
- 3. Assemble on the fields in tutor groups**

Do not return to the building until safe to do so