



## Health and Safety Policy

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the Federation's local organisation and arrangements for implementing the County Policy.
2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.
3. In compliance with the Health and Safety at Work etc. Act, this Federation's Governing Body will ensure so far as is reasonably practicable that:
  - All places and premises where staff and students are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on our schools' premises or taking part in school activities elsewhere.)
  - All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
  - Appropriate safe systems of work exist and are maintained.
  - sufficient information, instruction, training and supervision is available and provided to ensure that staff and students can avoid hazards and contribute in a positive manner towards their own health and safety and others.
  - A healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the Federation will ensure that so far as is reasonably practicable that the health and safety of non-employees is not adversely affected by its' activities.
5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representative's forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

<i>Signed:</i>
<b>John Fisher, <i>Chair of Governors</i></b>
<i>Date:</i> _____

<i>Signed:</i>
<b>Andrew Shaw, <i>Executive Principal</i></b>
<i>Date:</i> _____

## Part 2

# Health, Safety and Welfare Policy

## - Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Student Referral Units	<b>The County Council.</b>	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	<b>The Governing Body.</b>	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

### Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

<b>Policy-makers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
<b>Planners</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
<b>Implementers</b>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
<b>Assisters</b>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of

	health and safety competency within their specialised field
<b>Employees</b>	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

**Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?**

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Executive Principal					
Headteachers					
Federation Business Director					
School Leadership Team					
Deputy/ Assistant Headteacher					
Health and Safety Coordinator					
Subject Leaders.					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor / Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

## The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
<b>School Governors</b> <b>Executive Principal</b> <b>Headteachers</b> <b>CC H&amp;S Policy Group</b> <b>H&amp;S Advisers</b>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
  - *Some annual KPIs are required by the County Council, the GB can also identify other indicators they wish to monitor.*
  - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Executive Principals' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
<b>Executive Principal</b> <b>Headteachers</b> <b>Federation Business Director</b>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements

<b>Members of the School Leadership Team</b> <i>School Governors</i> <i>Deputy/Assistant Headteacher</i> <i>Health and Safety Coordinator</i> <i>Subject Leaders.</i> <i>Managers</i> <i>Premises Manager</i>	for the identification of hazards and control of risks within their area
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The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Executive Principal from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
  - appoint a Premises Manager (see **Implementers** below)
  - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and

Annual Self Audit and monitor these regularly.

- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

### Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

<b>Implementers</b>	
<i>Executive Principal (also Policy maker, Planner)</i> <i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Subject Leaders (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
  - Setting a good example to others
  - Promoting good practice
  - Identifying H&S problems and rectifying them if possible
  - Challenging poor H&S performance or attitudes
  - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure than any personal targets set by Planners are achieved, feedback any issues identified in this process.

- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc.) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, teaching staff are responsible for the health and safety of all students under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

### **Premises Managers**

**In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;**

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;



9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

<b>Assisters</b>	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at: <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

<b>Employees</b>
Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.



## **Employees [including temporary & volunteers]**

**Employees** – Irrespective of their position within the County Councils structure.

All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

## **Students**

All students must be encouraged to follow all safe working practices and observe all school safety rules. All students will:

- follow all instructions issued by any member of staff in the case of an emergency;
- Ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- Inform any member of staff of any situation which may affect their safety.

## **Staff Safety Representatives**

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- to make representations to the Executive Principal via the Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- To co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

## Part 3a

# Arrangements & Procedures for Health, Safety and Welfare

## Churnet View Middle School

The following procedures and arrangements have been established within our School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### 1. Accident Reporting, Recording & Investigation

All work related accidents must be reported in the **Accident Book BI 510** kept at the front office. The Site Supervisor must be informed of any reported accident and investigate and report to the Headteacher and Bursar. Completed forms are retained in a locked file in the Bursars office.

Accidents are investigated and the **Accident Form HSF40** completed and emailed to the HSS team by the Site Supervisor. The Site Supervisor will inform the Headteacher. Accidents and outcomes of the investigations will be reported the Governors Health and Safety Committee.

The **Employee Hazard Report** is completed when a hazard or unsafe practice has been identified and requires investigation. The Site Supervisor will investigate and inform the Premises Manager.

"Trivial playtime" injuries to pupils of a minor nature do not require the completion of an Accident Report Form, in these cases an entry in the school first aid record book, giving a short summary of the circumstances will suffice.

Accident Book, Accident Forms, Employee Hazard Forms and the Pupil Minor injuries records are kept in a folder at the front office.

See County Council Policy on **Accidents at Work**.

### 2. Asbestos

The Site Supervisor and Bursar are responsible for the **Asbestos Record System Manual** located at the front office. All staff and contractors are instructed to check and sign the manual prior to commencing any work on the premises. Contractors sign the **Hazard Exchange Form** before commencing works. Staff are instructed not to drill or affix anything to walls without first obtaining approval from the site supervisor or checking the manual. Staff should report damage to asbestos materials immediately to the Site Supervisor.

### 3. Contractors

All contractors complete a **Hazard Exchange Form** with the Site Supervisor or Bursar prior to commencement of work. An **information leaflet for contractors** is issued containing important site information and contact numbers. The Site Supervisor and/or contract supervisor in Property & Estates will monitor contractors working methods. Staff should, report any concerns immediately to the Site Supervisor or Bursar.

### 4. Curriculum Safety [including out of school learning activity/study support]

The Evolve system is now operational in school and is used for each planned Educational Visit. The system is monitored by **Mrs L Staton, Admin Assistant**. Teaching staff undertake appropriate risk assessments prior to commencing hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science

Equipment. See Classroom Risk Assessments and specific Design and Technology, Science and PE Department risk assessments.

## **5. Drugs & Medications**

The school considers each pupils individual medical needs to determine how the school can best accommodate the child within existing resources or whether further action such as specialist staff training is required. Where required, individual care plans are written in conjunction with parents and appropriate health professionals.

All medications and drugs are stored safely and accessed when required. (It is appropriate for some pupils to carry their own medication e.g. asthma inhalers).

Staff who give medication to pupils are first aid trained. Medications will only be administered after receipt of a written request from the child's parents. A written log of all medication administered to pupils is kept in school.

Staff will annually review any written agreements between parents and the school to ensure they remain valid and annually review all emergency contact information for each child and update records as required.

## **6. Electrical Equipment [fixed & portable]**

Documented inspections and tests of fixed electrical systems are undertaken, by a competent person, in accordance with the appropriate testing schedule. Electrical appliances are inspected and tested in accordance with a documented schedule of testing.

All works on electrical systems and equipment are undertaken by a competent person. Where building works are undertaken the correct completion and minor works certificates are provided and retained. Remedial works highlighted as a result of fixed electrical testing, inspections and appliance testing are actioned within identified timescales.

Visual inspections are made by users prior to each use. Specialist equipment is checked in accordance with departmental schedules by suitably qualified person and records kept in the department.

## **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

The Bursar and Site supervisor are responsible for undertaking and reviewing the fire risk assessment. See the Fire Risk Assessment Policy and Procedures located on One Drive.

## **8. First Aid**

See Location of First Aiders and First Aid boxes notice displayed around the school. The receptionist/first aider is responsible for checking & restocking first aid boxes and equipment. See First Aid Policy in school reception and on One Drive.

## **9. Glass & Glazing**

All glass in doors, side panels is checked to be safety glass and all replacement glass is specified as safety standard.

## **10. Hazardous Substances**

See COSHH folder in Site Supervisors Office and specific information in Science Department.

## **11. Health and Safety Advice**

The school obtains competent health and safety advice from the Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LA, tel: 01785-223121.

## **12. Housekeeping, cleaning & waste disposal**

Arrangements are in place with Site Supervisor and Entrust Cleaning team to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, means of disposing of glass and other sharp objects, arrangements for snow shifting, security/location of external waste bins.

## **13. Handling & Lifting**

See guidelines and risk assessments on One Drive.

## **14. Jewellery**

See employee responsibilities leaflet and pupil uniform codes.

## **15. Lettings/shared use of premises**

See Lettings Policy and Agreements

## **16. Lone Working**

See Lone Working Policy.

## **17. Maintenance / Inspection of Equipment**

Routine checks by Site supervisor and Heads of Department on ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, fire alarm and smoke detection, emergency lighting, fire extinguishers.

## **18. Monitoring the Policy**

The Bursar, Site Supervisor and H&S Coordinator carry out the bi-annual H&S checklist in conjunction with subject leaders of the specialist subject areas; DT Science, PE and ICT. The site supervisor monitors implementation of policies by staff. The Bursar monitors accident reports/trends, complaints and reports to the Headteacher and Governors Health and Safety Committee. New and updated policies will be reviewed by the H&S Committee. The Bursar will report to the Headteacher and Governors via an Annual report to Governors.

## **19. Poster on Health and Safety Law**

The Bursar is responsible for ensuring the poster is displayed in the Staffroom and is up to date.

## **20. Personal Protective Equipment (PPE)**

See PPE Policy

## **21. Reporting Defects**

Potential hazards or dangerous practices are reported on the Employee Hazard Report form kept at the front of school and passed to the Site Supervisor for immediate investigation. The Site Supervisor will report to the Bursar assess the risk and plan the appropriate action required.

## **22. Risk Assessments**

Staff are responsible for assessing their own environment and activities and checking the risk assessment is up to date and comprehensive. Special risk assessments such as staff who are pregnant or who have health problems will be produced by the Bursar and Site Supervisor as required. Risk assessments will be reviewed as part of the annual audit process. See Risk Assessment File on One Drive.

## **23. School Trips/ Off-Site Activities**

EVO Mrs L Staton administers EVOLVE system in conjunction with visit organisers.

## **24. Smoking**

Smoking is not permitted anywhere on the school premises.

## **25. Staff Consultation and Communication**

Termly H & S Committee meetings, departmental meetings, whole school staff meetings. Staff can raise issues of concern and make suggestions for health and safety improvements at any time via Employee Hazard Report. H&S information is located in front office, with site supervisor, H&S noticeboard, website and OneDrive.

## **26. Stress and Staff Well-being**

See Management of Stress in the Workplace Policy

## **27. Supervision [including out of school learning activity/study support]**

Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, agreed ratios for school trips, requirements for criminal conviction clearance are in place.

## **28. Training and Development**

New staff are briefed on H&S arrangements by line manager and bursar. Whole school online training takes place each term to address training requirements for all staff.

## **29. Use of VDU's / Display Screens / DSE**

See Safe Use of DSE Policy and risk assessment checklist

## **30. Vehicles on Site**

Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries are in place and discussed on Hazard Exchange Form with contractors.

## **31. Violence to Staff / School Security**

See Management of Violence and Aggression Policy

## **32. Working at Height**

See Working at Height Policy and risk assessment for working on a flat roof.

## **33. Water Hygiene**

See Water System Safety Policy and manual located in the Site Supervisors office

## **34. Work Experience**

Arrangements for assessing potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within own establishment are in place.

## Part 3b

# Arrangements & Procedures for Health, Safety and Welfare

## Leek High School

The following procedures and arrangements have been established within our School to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### 1. Accident Reporting, Recording & Investigation

#### 1.2 Emergency Procedures – Illness or Accident

If anyone should become ill or suffer injury as a result of an accident the following procedure should be followed.

- a) First Aid should be rendered, but only as far as knowledge and skill permit.
- b) If circumstances necessitate it, a first aider should be summoned immediately. The office should be informed and the appropriate action, depending on the nature of the injury, taken.

Such action may include:

- (i) contacting the parent to request that they collect the pupil from school and if necessary to take the pupil to hospital;
  - (ii) if the parent cannot be contacted by telephone and the injury requires immediate hospital treatment the relevant member of the pastoral team will arrange for the pupil to be taken to hospital while the office attempts to contact a parent to inform them of the action taken;
  - (iii) if an ambulance is required, the Emergency 999 service should be used without delay.
- c) If it is appropriate to transport a pupil to an Accident and Emergency Department without using the Ambulance service, this is always done on a voluntary basis. (If a member of staff uses his/her own car for this purpose he/she must ensure that specific cover from the insurance company has been obtained, and that the pupil travels in the back of the car and wears a seat belt.)

#### 1.3 Accident Forms

- a) As soon as possible after an incident, every case of serious injury or accident must be fully and accurately reported on the appropriate accident form and, where necessary, detailed statements should be obtained from witnesses.
- b) All incidents of serious injury are reported in the school's accident book.

### 2. Asbestos

An asbestos register is kept in the Bursar's office. Before any building work takes place, contractors are required to read and sign the register.

### 3. Contractors

Contractors who work on site are approved by the Local Authority. Where work is carried out, it is the responsibility of the school to liaise with them in order to make them familiar with their tasks. Hazard exchange information is completed and a copy held by both parties.

#### 4. Curriculum Safety [including out of school learning activity/study support]

Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, etc., and off site e.g. school trips and work experience. Class teachers shall:

- 4.1 ensure effective supervision by only permitting practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities of the pupils involved and the nature of the activities to be undertaken etc. will all need to be considered;
- 4.2 be aware of the school's health and safety policy and any local rules and arrangements which may apply specifically to the department concerned;
- 4.3 ensure that safety instruction is given to all pupils prior to commencing practical sessions;
- 4.4 ensure that pupils follow school safety rules and that protective equipment is worn where appropriate;
- 4.5 ensure that all personal protective equipment is suitable and in good condition prior to use;
- 4.6 agree an adequate level of supervision and ensure that this is available and that appropriate health and safety arrangements exist, prior to taking school parties off site on educational visits.

#### 5. Drugs & Medications

- a) When pupils are unwell the best place for them is at home with an adult. A sick pupil will not be able to cope with school activities, and if the illness is infectious there will be a serious risk of other children and staff becoming ill.
- b) There are two main sets of circumstances in which requests may be made to the pastoral team to deal with the administration of medicines to pupils at school:
  - (i) cases of chronic illness or long-term complaints, such as asthma, diabetes, cystic fibrosis, hay fever, ADHD or severe allergic reactions;
  - (ii) cases where pupils recovering from a short-term illness are well enough to return to school but are receiving a course of antibiotics, cough medicine, etc.
- c) Having regard for the best interests of all pupils and the implications for the school and its staff:
  - (i) the school will assist with the ration of drugs to pupils who have a chronic illness of long-term complaint in order to maintain school attendance;
  - (ii) the school will not administer drugs to pupils recovering from a short-term illness, where discussion with a doctor can usually alter times and dosages to fit in with school hours. Since it is always preferable that parents administer medicine to their children, parents are welcome to visit the school to carry this out at the appropriate time.
- d) Guidelines

Responsibility for the administering of medicines to children is only accepted with the following safeguards:

- (i) the parent should speak to the pastoral team about the necessity for medication, and a note, preferably from the doctor, should be received, stating that it is necessary for the child to take medicine during school hours. The note should give clear instructions concerning the required dosage. The note (pro forma) should be signed;
- (ii) long-term illnesses, such as asthma, should be recorded, by the parent, on the appropriate medical card together with instructions;



- (iii) the medicine, in the smallest practicable amount, should be bought to school by the parent, not the pupil, and delivered personally to the pastoral team or the office;
- (iv) medicines should be clearly labelled with contents, owner's name and dosage and will be kept in a cupboard/fridge away from students;
- (v) where possible the medicine should be self-administered;
- (vi) the parent should sign a written indemnity in favour of the Headteacher, or the teacher involved. In spite of any disclaimer, the Headteacher must continue to exercise responsibility in loco parentis;
- (vii) Persons to administer medicine:
  - Office staff
  - Pastoral team
  - First aid trained personnel

e) Circumstances requiring special caution

The school may refuse to accept responsibility for administering medicine under the following circumstances:

- (i) where medicines or tablets are dangerous;
- (ii) where the timing and nature of the administration are of vital importance and where serious consequences could result if a dose is not taken; (Parents are invited to come to school to administer the medicine.)
- (iii) where technical medical knowledge or expertise is required. Unless appropriate training has been received and named staff agree to administer the medicine;
- (iv) where intimate contact is necessary.

f) The school does not hold analgesics for headaches, toothache, etc. Under no circumstances will the school hold these medicines on the premises for administering to pupils.

g) Parents annually complete an administrative information update, and any medical information will be communicated to appropriate staff.

### 5.1 Supervision of Children with Asthma

The school:

- (i) welcomes all pupils with asthma;
- (ii) will encourage and help children with asthma to participate fully in all aspects of school life;
- (iii) recognises that asthma is a serious condition affecting many school children;
- (iv) recognises that immediate access to inhalers is vital. Pupils should keep their reliever inhaler with them at all times;
- (v) will do all it can to make sure that the school environment is favourable to children with asthma;
- (vi) will work in partnership with parents, school governors, health professionals, school staff and pupils to ensure the successful implementation of the school's asthma policy;
- (vii) will ask parents to inform the school of any medical condition, including asthma, on the appropriate form, (see 5.2 below). This information will be kept in the pupil's file;
- (viii) the school has a clear understanding and guidelines of what to do in the event of a pupil having an asthma attack.

### 5.2 Update of Medical Information

Parents usually complete an administrative information update, and any medical information will be communicated to appropriate staff.

For further details on drugs and medication please refer to “Policy Guidelines and code of Practice for Administration on Medicines in Schools”, a copy of which is available from the bursar.

## **6. Electrical Equipment [fixed & portable]**

All electrical equipment is tested. Fixed electrical equipment is tested every five years by the LA. Portable electrical equipment is tested annually. The records of these surveys are maintained by site staff. No member of staff is to bring electrical equipment to use on site without informing the site supervisor who will arrange the appropriate test.

## **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

### **7.1 Fire Drill Arrangements**

The fire alarm is a continuous tone. There are sufficient fire alarm call points around the school, including one by each exit door. Breaking the glass will automatically set off the fire alarm.

### **7.2 Staff with Special Responsibilities**

These are identified on the orange fire evacuation notices in each room.

### **7.3 Fire Evacuation Procedure**

- a) Calmly tell the pupils to stop what they are doing. The pupils should file out in an orderly manner to the appropriate assembly point, on main yard.
- b) On Hearing the Fire Alarm:
  - (i) see that any doors surrounding the fire situation are closed;
  - (ii) ensure that persons in your charge leave the building by the appropriate escape route and go to the assembly point. Shut doors behind you;
  - (iii) on arrival at the assembly point, check to see whether all persons in your charge are accounted for. Notify the administration team immediately of the result. Identify yourself as present whether you are in charge of a class or not;
  - (iv) if anyone is missing, give the name(s) and likely location(s);
  - (v) the administration team will notify the Fire Brigade on their arrival whether all persons are accounted for.

### **7.4 Evacuation of the Building**

See sheet located in all classrooms and which is updated at least annually.

### **7.5 Assembly Points**

Main yard. There are numbered points around the perimeter.

### **7.6 Fire Drill Arrangements**

A fire drill will be carried out each term.

### **7.7 Fire Alarm Tests**

The fire alarm call points are tested every three months by means of a monthly rotation system and a record kept.

### **7.8 Fire Fighting Equipment**

There are fire extinguishers at appropriate points around the school premises.

### **7.9 Inspection of Fire Fighting Appliances**

The fire fighting appliances are tested annually and a certificate is held in the site supervisor's office.

## **8. First Aid**

Names of trained First Aid Personnel and their locations. All are located in the main office unless otherwise stated.

Mrs Williams (reception)  
Ms Corden  
Mrs Dobbs (Science department)  
Mr Finney (Site Supervisor)

### **8.1 Location of First Aid Boxes**

Boxes are available in;

Main office  
Science preparation room  
Room 13  
Room 4

### **8.2 Restocking of First Aid Supplies**

- a) Supplies can be obtained/ordered through the normal purchasing procedure or through application to the office.
- b) First Aid Boxes contain:
  - Assorted plasters
  - Safety pins
  - Individually wrapped antiseptic wipes
  - Small dressings
  - Disposable latex gloves
  - Non-adhesive wound pads
  - Eye pads
  - Steri strips
  - Scissors
  - Thermometer
  - Finger dressings
  - Eye bath

Detailed procedures for First Aid Treatment are set out in the “Staffordshire Health and Safety Manual” which is kept in the school office.

## **9. Glass & Glazing**

A glass and glazing survey was conducted in 1999 and the recommendations implemented. Replacement glass is selected by reference to height and other practical concerns and the appropriate thickness and variety (toughened, laminated etc.) is used.

## **10. Hazardous Substances**

Contract cleaners are on site and hazardous substances are kept in a locked cupboard. Subject co-ordinators and/or technicians maintain a list of hazardous substances on site sheets for each substance. These are kept in the relevant department.

## **11. Health and Safety Advice**

Health and Safety advice is available to the school from various bodies such as Occupational Health, Joint Schools’ Property Unit, the Fire Officer and the Health and Safety Adviser.

## **12. Housekeeping, cleaning & waste disposal**

The school has a system for maintaining good housekeeping. Contract cleaners are employed and bins emptied by the Council.

### **13. Handling & Lifting**

Any person carrying out manual tasks should arrange appropriate training through the PDC or bursar. Trolleys are available for moving chairs within school and for the transportation of chemicals.

### **14. Jewellery**

Pupils will not be allowed to take part in Physical Education wearing any jewellery and the pupils themselves should remove studs.

### **15. Maintenance / Inspection of Equipment**

Maintenance inspections are carried out for PE equipment, electrical equipment, fire equipment and the science prep room lift. Certificates can be inspected in the bursar's office.

### **16. Monitoring the Policy**

The bursar, subject co-ordinators, technicians, site supervisor and catering manager carry out an annual Health and Safety check. Findings from this survey are overseen and approved by the Resources Committee.

### **17. Reporting Defects**

Defects should be reported either directly to the bursar or site supervisor, who will make appropriate arrangements for repair. Alternatively, defects and near misses can be entered in the appropriate ledger in the staff room.

### **18. Risk Assessments**

The school uses the Staffordshire County Council generic statement regarding risk assessment. Staff should be aware of control measures that are put in place to reduce risks. Staff training by an LA officer can be arranged to discuss and address the outcome of risk assessments.

### **19. School Trips/ Off-Site Activities**

For each visit, the following requirements are needed:

- a) parents to be provided with full details of the visit;
- b) the consent of parents;
- c) an emergency contact member for the venue;
- d) a record made of accidents and near accidents;
- e) CRB disclosures are in place for parent helpers;
- f) visits are approved as required by the LA (Notification of Visits forms are completed and returned to the County with a copy kept on file in the office);
- g) a risk assessment is to be undertaken of the venue and appropriate documentation received from the venue providers;
- h) the group leader to be aware of known health problems within the group. A first aid box should be taken on the visit;
- i) the minimum supervision required of 1:15 ratio is in place;
- j) road transport used must have seat belts and parents must be informed of the mode of transport;
- k) staff are encouraged to be aware of the LA guidelines on educational visits, copies of which are available from the bursar.
- l) a spare first aid kit can be obtained from the site supervisor ahead of any visit
- m) plastic bucket / bags can be obtained in advance from the site supervisor

## **20. Smoking**

This is a non-smoking school.

## **21. Staff Consultation and Communication**

Termly staff meetings are held on Health and Safety issues. Annual Health and Safety evaluations are made in consultation with appropriate colleagues.

## **22. Staff Health and Safety Training and Development**

The school relies on the LA to provide Health and Safety training.

## **23. Stress and Staff Well-being**

The school takes this issue seriously and supports staff. The LA document on stress has been distributed.

## **24. Supervision [including out of college learning activity/study support]**

School staff are on duty from 8.45am until the last bus has left. Pupils are supervised whilst catching the bus at the end of the day. At lunchtime, supervision is provided by lunchtime supervisory staff. During curriculum time the pupils are supervised by staff (both teachers and teaching assistants). There are times during the day when individuals or small groups may not be directly supervised, for example when visiting the LRC or library. Sixth formers are not, in general, directly supervised. When pupils are involved in out of school activities the school will always meet the minimum recommended levels of supervision. All qualifying employees are CRB checked.

## **25. Vehicles on Site**

All pedestrians should keep to the pavements within the school grounds and enter and leave by the pedestrian gate.

## **26. School Security**

Visitors are required to sign in and out and wear identification badges. The school has a security risk assessment which is reviewed annually.

## **27. Working at Height**

The school provides stepladders and staff should not need to stand on chairs or tables in order to open windows. The site supervisors should always be summoned to deal with tasks which require working at height.

## **28. Work Experience**

The school provides a safe environment for students. The bursar / work experience co-ordinator is responsible for the basic introduction where reference is made to:

- Fire exits

- Fire drill procedures

- The need to inform the class teacher in case of:

  - A problem with a child

  - Signing in procedures each day in school

The school has a combined 'all risks' insurance policy which includes public and employers' liability insurance cover.

## Part 3c

# Arrangements & Procedures for Health, Safety and Welfare

## Westwood College

The following procedures and arrangements have been established within our College to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

### 1. Accident Reporting, Recording & Investigation

The New Hall Receptionist should be informed of all accidents through the completion of an accident form. The Receptionist will then notify the LA and HSE as appropriate.

### 2. Asbestos

Malcolm Clewes, Site Officer is responsible for the Asbestos Record System Manual, the location of the manual and arrangements to ensure contractors and others such as site supervisors etc. have sight of manual prior to starting any work on the premises. Staff are instructed not to drill or affix anything to walls without first obtaining approval from the Site Officer. Any damage caused to asbestos materials should be reported to the Site Officer immediately.

### 3. Contractors

Contractors are selected through Best Value systems and tender processes where appropriate. The Site Officer is responsible for arranging an induction for contractors to exchange health and safety information and agree safe working arrangements. Risk assessments should be completed prior to any contracted works commencing. The Site Officer is responsible for monitoring contractors, their working methods, liaising with the contract supervisor in Property & Estates. Any staff should report any concerns immediately to the Site Officer.

### 4. Curriculum Safety [including out of college learning activity/study support]

Teaching staff are required to liaise with Stuart Jones, Assistant Headteacher, and to undertake suitable (written) risk assessments prior to commencing any hazardous activities. Where necessary they must be qualified to teach certain activities, e.g. PE. The Educational Visits Co-ordinator is Andrea Emery and staff must complete the EVCs pack for any out of college visits.

### 5. Drugs & Medications

Any student needing to take medicines during the school day (e.g. to complete a course of antibiotics) must bring to college **only** the medication required for that day. Medicines should be clearly labelled with your son/daughter's name and the dosage and time and frequency of administration.

Where appropriate Westwood encourages students to be responsible for, and to manage, their own medication. If this is not a sensible option we ask that parents complete a 'Request for the Administration of Medicines in College' form (available from Senior Learning Mentors). We are unable to accept medication unless this form is completed.

**STUDENTS WHO HAVE ASTHMA MUST ENSURE THAT THEY CARRY THEIR INHALER WITH THEM AT ALL TIMES. IN ADDITION, A SPARE INHALER CLEARLY NAMED MUST BE HANDED INTO NEW HALL RECEPTION.**

Parents of students with diabetes, epilepsy or a history of severe allergic reaction or anaphylaxis must discuss the appropriate medical action required with the student's Senior Learning Mentor and provide this information in writing as an individual care plan.

The College accepts no responsibility for any student medication. Explicit written parental requests are required should a student be likely to be given any planned medication in emergency. A number of the staff will be trained in the use of epi-pens by the school nurse.

#### **6. Electrical Equipment [fixed & portable]**

All staff are responsible for visually inspecting any electrical equipment that they use and to immediately report any defects in writing to Malcolm Clewes, Site Officer. The Site Officer is responsible for PAT testing all electrical equipment within the College and maintaining a record of inspection. No electrical equipment may be brought onto or used on the premises without a prior PAT test being conducted by the Site Officer.

#### **7. Fire Precautions & Procedures [and other emergencies incl. bomb threats]**

Richard Hey, Headteacher and the Health and Safety coordinator are responsible for undertaking & reviewing the fire risk assessments, the frequency and arrangement of drills, and procedures to be followed. Refer to the College's separate fire procedure.

#### **8. First Aid**

Kim Tatton, Barbara Blair, Malcolm Clewes, David Maynard, Jamie Oliver, Duncan Smith and Paul Willis are trained First Aid At Work personnel. Retraining takes place as required and the college is actively attempting to increase the number of First Aiders on staff. First Aid boxes are located in either reception. The responding First Aider is responsible for instructing a receptionist to summon an ambulance. Wherever possible a parent, carer, given contact should be called to accompany the student to hospital. If this is not possible the Support Services Manager will allocate a member of the non-teaching staff to accompany the student.

#### **9. Glass & Glazing**

All glass in doors, side panels will be safety glass where practicably possible. All replacement glass will be of safety standard where practicably possible. Malcolm Clewes, Site Officer is responsible for conducting an assessment of the premises to establish whether there are areas which are unsuitable for use by students due to glass being of low standard.

#### **10. Hazardous Substances**

The Head of Science is responsible for the selection and use of substances, hazard data sheets, risk assessments, staff training in safe use, selection & use of protective equipment, storage arrangements, and staff health surveillance in accordance with the Science Department Health and Safety Policy. The Radiation Protection Supervisor is Mr David Maynard. The Radiation Protection Adviser (LA) is Dr Peter Branson tel: 01785 277900.

#### **11. Health and Safety Advice**

The College obtains competent health and safety advice from the Health & Safety Adviser, Education Personnel & Corporate Services, Staffordshire LA, tel: 01785-223121.

#### **12. Housekeeping, cleaning & waste disposal**

The College has a Service Level Agreement with Staffordshire County Council Cleaning Services to ensure that the premises are kept clean, that there is a minimum accumulation of rubbish, that wet floor cleaning takes place outside of student hours to minimise risks of slips. Glass and other sharp objects will be disposed of separately. The facilities management staff will clear snow to provide access to the buildings when necessary and will grit paths, the driveways and car parks in icy weather or snow to minimise the risks of slips. Security checks are performed outside of college term dates by the facilities management staff and the site is monitored by CCTV at all times. External waste bins are located at both Halls.



### **13. Handling & Lifting**

All activities involving lifting/handling should be reported to Debbie Harris, Health and Safety Co-ordinator, or Duncan Smith, Deputy Health and Safety Co-ordinator, who will make arrangements for a risk assessment to identify precautions to minimise manual handling tasks. Staff are instructed not to lift heavy objects/items alone and to identify any concerns to their line manager immediately.

### **14. Jewellery**

Facial piercings of any type are not allowed as part of the college's uniform policy.

### **15. Lettings/shared use of premises**

The College has a lettings agreement that sets out the requirements for any letting of the college premises.

### **16. Lone Working**

Staff are asked to take every precaution to avoid lone working and to inform Malcolm Clewes, Site Officer, if they intend to be on site during college holidays. A member of the facilities management staff is always on site when the buildings are open. All staff, students, visitors and contractors **must** sign in and out during the college holidays to ensure facilities management staff are aware of who is in college at any given time.

### **17. Maintenance / Inspection of Equipment**

Periodic inspections take place on equipment within college including examination and testing where required. Ladders and steps are inspected by the Site Officer, Departmental equipment such as fume cupboards, PE equipment, D&T machines are inspected through arrangements made by the relevant Heads of Department. The lifts & lifting equipment, fire alarm and smoke detection, emergency lighting and fire extinguishers checks/inspections are organised by the Site Officer. Records of inspections are kept by the responsible person.

### **18. Monitoring the Policy**

The Health and Safety Co-ordinator is responsible for ensuring the H&S audit procedures are carried out. Accident report forms are monitored by Kim Tatton and she liaises with Staffordshire County Council regarding reportable incidents. Any identified trends or complaints must be reported to the Health and Safety Co-ordinator immediately.

### **19. Poster on Health and Safety Law**

Malcolm Clewes, Site Officer is responsible for siting this poster and keeping it up to date.

### **20. Personal Protective Equipment (PPE)**

PPE will be provided free of charge where risk assessment determines this to be necessary.

### **21. Reporting Defects**

Building and premises defects should be reported in writing to the Headteacher in the first instance who will arrange for interim measures to be taken pending rectification, and will also arrange remedial works. Following this, the defect should be notified in writing to the Health and Safety Co-ordinator.

### **22. Risk Assessments**

The Health and Safety Co-ordinator is responsible for liaising with staff to ensure that RA's are undertaken for staff activities. Special RA's for such as for staff who are pregnant or who have health problems will be arranged by the Support Services Manager.

### **23. College Trips/ Off-Site Activities**

Requests to take a college trip must be made in writing to the Headteacher, and the College

Visits Co-ordinator (Andrea Emery), who will arrange for a RA to take place and that the correct parental authorisation, supervision requirements, first aid provision is in place and for the notification of the LA of emergency arrangements.

#### **24. College Transport**

Only authorised drivers may drive the college minibus after undertaking driver medical examinations and obtaining a minibus license from the LA. A list of authorised drivers is available from the Office Manager. The Site Officer is responsible for undertaking checks on minibuses and ensuring that the vehicle has the appropriate MOT, insurance and road tax.

#### **25. Smoking**

Westwood College is a no smoking site.

#### **26. Staff Consultation and Communication**

The Health and Safety Committee of the College meets half termly. Any member of staff wishing to raise an issue or concern may do so in writing to the Health and Safety Co-ordinator. Suggestions for health and safety improvements are welcome from all staff at any time and can be made in writing to Debbie Harris, Health and Safety Co-ordinator, or Duncan Smith, Deputy Health and Safety Co-ordinator.

#### **27. Stress and Staff Well-being**

The college has adopted the LA's Managing Stress Policy.

#### **28. Supervision [including out of college learning activity/study support]**

Students must not be left unattended during curriculum time and all other times when in care of college. The agreed ratios for college trips will be in accordance with the LA's guidance. All staff employed by the college will be List '99 checked on appointment and at varying intervals. All staff employed by the college will be DBS checked.

#### **29. Training and Development**

New staff are briefed about H&S arrangements by their line manager during their induction period. It is the line manager's responsibility to ensure that staff are aware of the Health and Safety policy and any requirements that may be expected of them.

#### **30. Use of VDU's / Display Screens / DSE**

Staff who undertake significant use of VDU's are instructed to take regular breaks from screen work. Defects in workstations should be reported to the line manager. Any health concerns should be reported to the Health and Safety Co-ordinator immediately.

#### **31. Vehicles on Site**

Car parking passes must be displayed by staff and students in their vehicles at all times. Cars must be parked in the designated areas.

#### **32. Violence to Staff / College Security**

It is a college requirement for all staff to report all incidents of verbal & physical violence to staff to the Support Services Manager immediately. Site security is the responsibility of all staff and any unknown person should be asked their reason for being on the premises, at whose request and to produce appropriate identification. All visitors to the site should sign in and out of the visitor's book in a reception office and wear a visitor's pass for the duration of their visit.

#### **33. Working at Height**

Malcolm Clewes and Duncan Smith are PASMA Licensed to erect and inspect mobile and fixed scaffold towers to work at height and should be consulted in all cases where working at height may occur. Where reasonably practicable, no work at height should be undertaken.

### **34. Water Hygiene**

Malcolm Clewes, Site Officer is responsible for ensuring water hygiene samples and checks take place as required by the premises Water Hygiene Manual, and for recording and updating the Manual, which is located in the Site Officer's Office.

### **35. Work Experience**

The College has adopted the Health, Safety and Welfare Policy from Staffordshire Partnership relating to all work experience placements (see attached). Work placements are used only following assessment and approval from Staffordshire Partnership. Work placements conduct inductions with students on their first day of placement. Wherever possible a visit is made to the student whilst on placement by the Work Experience Co-ordinator. Training of the Work Experience Co-ordinator happens as and when required.

**ADOPTED BY THE GOVERNORS ON: March 2015**

**POLICY REVIEW DATE: March 2017**