Health and Safety Policy & Procedures **COLTON HILLS COMMUNITY SCHOOL**	CITY OF WOLVERHAMPTON COUNCIL
Issue: 1 Date: 01.02.19	Version Number: 1 February 2019

STATUS	DRAFT	**APPROVAL**	FULL GOVERNING BODY
MAINTENANCE	FULL GOVERNING BODY	**ROLE**	HEAD TEACHER
DATE EFFECTIVE	OCTOBER 2019	**DATE OF LAST REVIEW**	
DATE OF REVIEW	OCTOBER 2020	**DATE WITHDRAWN**	NOT WITHDRAWN
LEAD PROFESSIONAL	GOH – BUSINESS DIRECTOR	**LOCATION OF POLICY**	WWW.COLTONHILLS.CO.UK

Introduction

This policy will ensure compliance with corporate and Ofsted requirements establishing clearly defined roles, responsibilities and arrangements at a local level.

There are three parts to this Policy: -

1	Statement - Declaration of intent by the Chair of Governors/Headteacher
2	Organisation & Responsibilities - The management structure and defining roles and responsibilities within the school
3	Arrangements - The systems necessary for implementing the Policy (including monitoring and management systems)

Statement of local health and safety intent

Good health and safety management will be an integral part of the operation of the school, the governing body, headteacher, employees, partners and all other people with whom we do business. We will meet all the requirements set out in the corporate health and safety policy.

Colton Hills Community school will ensure compliance with legal standards/approved codes of practice, along with, where relevant, health and safety guidance provided by the City of Wolverhampton Council (CWC). Wherever possible, and where statutory standards and requirements are not in place, the school will meet best practice standards.

It is furthermore the policy of the school to ensure that:

- We will plan for health and safety within our school improvement planning activity.
- Relevant safety actions are included during the staff appraisal process.
- We will develop and maintain local arrangements and procedures that interpret health & safety legislation and guidance that apply to this school.
- We will review with the Governing Body all progress against our plans and take appropriate action.
- We will provide an environment in which school staff can carry out their tasks without fear of intimidation, harassment, violence or the negative aspects of stress.
- We assess and control risks to all school staff.
- All plant, equipment and premises meet appropriate safety standards.
- Appropriate health and safety training is in place for all staff.
- Monitor accident trends throughout the school to further inform the health and safety aspects of the school improvement plan.
- Monitor our performance against plans.
- Copy this statement to all staff members.

The school will expect employees to show a proper personal concern for their own, pupils' and others' safety, and the safety of equipment, by exercising due care and attention and observing authorised methods and codes of practice, including those inherent in professional or trade training.

Signed by

Headteacher: Chair of Governors:

Date: Date:

Organisation & Responsibilities

This section details the organisation and responsibilities required to maintain and continuously improve our school's health and safety management system. The responsibilities and duties for the management of health and safety within the scope of this policy are allocated as follows:

The Governing Body

The governing body of Colton Hills Community School is responsible for the following:

a) A school safety policy is produced, and the policy is regularly reviewed in the Governors Monitoring Committee, ensuring that the requirements of health and safety legislation are met, that corporate health and safety standards are met, where relevant, and to promote best practice.
b) Appropriate information, instruction, training, and supervision to assist all staff, pupils, and visitors to avoid hazards and to contribute positively to their own health and safety whilst on school premises.
c) The safety of plant equipment, buildings, and safe systems of work.
d) Safe arrangements for the use, handling, storage, and transport of articles and substances.
e) A safe workplace and safe access and egress.
f) A healthy working environment.
g) Procedures for fire evacuation, first aid cover and other emergency situations are in place.
h) The safety policies will be brought to the notice of all employees.
i) Ensuring that the school budget is managed on a risk priority basis, so that health, safety and welfare are maintained.
j) Ensuring that effective health and safety planning and target setting takes place within the school and that regular monitoring, auditing and reviewing of health and safety performance is undertaken.
k) Ensuring that all staff are fully aware of their duties and responsibilities and that they are competent to meet these expectations.
l) Ensuring effective communication with the headteacher, the Children and Young People's Service, staff, parents and pupils in respect of health and safety matters.
m) Ensuring that the governing body and headteacher recognise and set out the roles of specialists (Health and Safety Officers, Education Advisors, Fire Officers etc.) and the means of effectively liaising with them.
n) Health and safety issues concerning the school are identified and appropriate action taken.
o) Ensuring effective communication with the Head Teacher, staff, parents and pupils in respect of health and safety matters.
p) Regular safety reports are provided by the Head Teacher so that safety arrangements can be monitored and evaluated.
q) Appropriate facilities for accredited Union Safety Representatives are provided to enable them to fulfil their duties.
r) All reasonable facilities and information are provided to Inspectors of the Health and Safety Executive and any other health and safety official.

In practice, the governing body will delegate the functions necessary to discharge these responsibilities to the headteacher and senior management team of the school. However, they will ensure that they have adequate monitoring of these functions in place.

The Headteacher

The CWC and School Governors have placed responsibility on the headteacher to achieve the objectives of the health and safety policy. The headteacher undertakes to ensure that all necessary health and safety activities, requirements and standards are undertaken and met, within their area of control. The Headteacher will ensure that:

a) Policies and procedures with regard to health, safety, and welfare matters within the school are established in writing, and approved by the Governing Body, and that the policies and procedures are known, understood, and followed by all members of staff, including temporary/supply staff.
b) Any health and safety matters raised, and guidance from Wolverhampton Corporate Health and Safety, are brought to the attention of the Governing Body.
c) Regular reviews of the safe performance of all departments of the school are undertaken with appropriate action when necessary and are reported to the Governing Body.

d) Accidents, incidents of aggression, near miss accidents, ill health conditions and dangerous occurrences are investigated and reported according to the Local Authority as well as legal requirements.
e) Adequate first aid provision is made for staff and pupils and other persons, whilst on school premises and when working away from the school, in accordance with relevant guidance.
f) Training needs are identified, and arrangements are made for those needs to be met.
g) Necessary arrangements are made to ensure that Union Safety Representatives can effectively carry out their functions, and that consideration is given to reports on inspections carried out by Safety Representatives.
h) All parts of the premises, plant and equipment for which the Governors have responsibility for purchase and/or repair, are regularly inspected and maintained in safe working order.
i) Goods purchased comply with necessary safety standards and that all purchased equipment is safely installed.
j) Any unsafe items which are reported to the Site Manager and any item which constitutes a health and safety hazard are taken out of use.
k) Staff and volunteer helpers organising and taking part in visits, journeys and holiday excursions have the necessary knowledge, experience and skills so that they will be aware of, and have made arrangements to deal with, any risks involved.
l) Working arrangements are agreed with contractors working on the premises and are closely monitored to ensure that the working practices do not endanger the health and/or safety of employees, pupils or other persons working on the premises.
m) Awareness and co-operation amongst staff with regard to health and safety matters is actively encouraged.
n) Provide an effective risk assessment process which:
    - Eliminates accident potential as far as is reasonably practicable.
    - Regularly reviews and updates risk assessment as appropriate, including post-accident risk assessment.
    - Conforms to statutory regulations, Local Authority policies and procedures, codes of practice and guidance, and to best practice.
    - Takes account of individual personal requirements, such as disabled people, individuals with poor literacy skills and those for whom English is a second language.
    - Pays particular attention to pupils, service users, visitors and contractors who may be unaware of dangers and risks.
o) Provide the instruction, information, training and supervision necessary to secure the health and safety of all persons under their control.
p) Ensure that health and safety responsibilities are identified within job descriptions, as required.
q) Evaluate, monitor and review health and safety arrangements and performance formally once a year, or where there are significant changes.
r) Ensure that the Local Authority and school governors are informed of any breach of health and safety statutory requirements or Local Authority policy.

The Management Team

The management team will undertake general responsibility to ensure that all necessary health and safety activities, requirements and standards are undertaken and met within their respective areas of control. This will be done under the direction of the headteacher.

Managers, deputy headteachers, assistant headteachers and any other members of staff with supervisory responsibility will:

a) Ensure that risk assessments are in place for all activities undertaken in areas under their control and that professional knowledge and input are provided, as required
b) Ensure that health and safety is considered in routine meetings with staff
c) Identify any employee health and safety training needs and ensure that these are communicated to the headteacher
d) Ensure that any new staff receive specific health and safety induction training and record that this has been done
e) Take immediate appropriate action in respect of any work situation (including contractors) within their control, which they consider to pose a serious and immediate risk to health and safety

f) Ensure that all injuries, occupational illness, fires, incidents of aggression at work and near misses are immediately reported to the headteacher
g) Ensure that the headteacher is made aware of any breach of statutory regulations or unsafe practices which cannot be dealt with effectively by them
h) Ensure that all defective equipment or plant is taken out of use or disabled or made safe until repaired or replaced
i) Ensure that protective clothing or equipment is issued and used where necessary
j) Ensure that all areas of work are maintained to a high standard of housekeeping
k) Respond immediately to all hazards brought to their attention by employees
l) Undertake appropriate health and safety courses.

Class Teachers

Staff timetabled to be in charge of classes have the following responsibility to assist the Headteacher:

a) To follow safe working procedures personally.
b) To ensure the safety of students in classrooms and other areas of the school whilst in their charge and ensure students are provided with health & safety information during lessons as required.
c) To assist in developing risk assessments and ensuring their classrooms fit for purpose.
d) To be aware of and to adopt safety measures within their teaching areas.
e) To request special safe working procedures, protective clothing, guards, etc., where necessary and ensure they are used.
f) To make recommendations to the headteacher regarding the safety of equipment or tools, in particular any equipment or machinery which is potentially dangerous.
g) To be aware of emergency procedures in respect of fire, bomb alert, first aid, accident etc. and to carry them out.

Site Manager

The Site Manager will have responsibility for:

a) Ensuring security of the school site and that the site is clean and tidy
b) Ensuring that the school fire alarm and equipment are properly maintained and checked regularly
c) Monitoring of work by contractors on site
d) That hazardous substances are suitably stored; the COSHH assessments have been carried out, up to date, and the assessment sheets available to staff who need them;
e) All staff using chemicals have been informed of the dangers from the chemicals they use and the control measures that are in place to prevent them or others from being harmed;
f) Staff using chemicals are informed of the first aid treatment required in the event of them coming into contact with the chemicals;
g) Risk assessments have been carried out on all hazardous activities undertaken by the department i.e. using ladders, entering boiler rooms etc. Assist in the development of other school risk assessments.
h) Undertake all relevant checks relating to the swimming pool in accordance with training undertaken
i) The fire log book is up to date and all fire alarm related checks and inspections are undertaken
j) Use and maintain in a good condition all personal protective equipment issued by the school.

Educational Visits Coordinator (EVC)

Follow guidance provided where full responsibilities are outlined:

a) Ensuring a suitable and sufficient risk assessment is carried out for all educational visits carried out by the school.
b) Attend Training courses and ensure visit leaders are competent and approved to support the planning and running of visits
c) Undertaking the functions outlined in the DfE publication “Health and Safety of Pupils on Educational Visits” and National Guidance for Educational Visits
d) The school uses Evolve recording systems.

Employees general responsibilities

All employees are required to take health and safety seriously and perform their work in such a way that does not place themselves or others at risk. Every employee has a legal duty to:

- Take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do.
- Co-operate with their employer in allowing the employer to fulfil their health and safety obligations.
- Correctly use work items or anything provided in the interests of health and safety.
- Not interfere with or misuse anything provided for their health, safety or welfare.
- Provide specialist or professional knowledge required to inform risk assessments in their area.

Employees at Colton Hills Community School must:

a) Report any hazard or malfunction to their supervisor. Employees must use all normal lines of internal communication before contacting external enforcement agencies.
b) Follow all written and verbal instructions they are given to ensure personal safety and the safety of others, particularly pupils and service users who may not have sufficient maturity or understanding to have due regard for their own health and safety.
c) Use their professional and specialist training to undertake dynamic risk assessments in difficult or emergency situations.
d) Be sensibly and safely dressed for their particular working environment and conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
e) Avoid any improvisations or shortcuts that could create unnecessary risks to health and safety.
f) Maintain tools and equipment in good condition, reporting all defects to a supervisor.
g) Report to a supervisor all accidents, incidents of aggression, work-related ill-health and near misses.
h) Attend appropriate health and safety training courses and have knowledge of all relevant processes, materials and substances they use
i) Understand all fire evacuation procedures and the location, position and function of fire safety equipment. Understand the risk assessments in their areas and comply with the control measures arising from them.

Arrangements for health and safety (see local arrangements section)

Document Control
We will develop and maintain local documentation. Changes including re-issues and deletions to local school documentation will be authorised by the Head Teacher.

Co-operation
Local systems and documentation will be implemented following consultation through our school's health and safety governance meetings.

Communication
Local systems and documentation will be held electronically on the Shared T Drive which will be made accessible to staff members.

Communication channels have been established for the exchange of health and safety knowledge and information. Where necessary, these communications will be recorded, to include:

- Line management meetings and staff meetings at site;
- Provision of information relating to safe systems of work and risk assessments;
- Communication of advice from schools Advisors and Educational Officers;
- Communication of health and safety bulletins or information from Wolverhampton Corporate Health and Safety;
- Communication of Wolverhampton Corporate Health and Safety and City Council advice, guidance and policies;
- Communications with relevant specialist advisors.

Where health and safety issues cannot be resolved at local level, they will be escalated through the management structure as appropriate.

Financial Resources
The Governors will review the school budget to determine, in the light of past performance, if adequate resources are being deployed to ensure adequate health and safety and will take appropriate action.

Competence
The school has competent persons in place to provide health and safety guidance to cover the areas of induction, identification of health and safety training needs and the provision and delivery of health and safety training.

School staff will continually develop their own competence through CPD activities including health and safety training on induction, refresher training and specific training where necessary, e.g. risk assessment techniques.

Planning & Prioritising (Setting Standards)

School Health & Safety Plans
School health and safety planning will be part of our school improvement planning process.

Planning will be carried out at regular intervals and will involve objective setting, identification of expected outcomes and allocation of resources.

Risk Assessments
Job and specific risk assessments will be carried out by staff within the school in accordance with the relevant local arrangements, e.g. manual handling, fire, hazardous substances, display screen equipment etc.

Local Arrangements
We will develop and maintain a range of local arrangements to achieve specific actions required for health and safety in the school (see local arrangements section)

Measuring H&S Performance

Active Monitoring

Our school management team will oversee active monitoring to include workplace inspections in accordance with our local arrangement for this.

The school will receive monitoring inspections from the following

- OFSTED
- Health & Safety (Wolverhampton Corporate Health and Safety)

Actions arising from third party audit/inspection will be incorporated within the school action plan with appropriate target dates for completion.

Reactive Monitoring

The school management team will oversee reactive monitoring to include accidents, near misses, and hazard reports in accordance with our local arrangements and report relevant findings to our Governing Body.

Reviewing Health & Safety Performance

Performance indicators used for the review of health and safety performance will include identification of areas where risk controls are inadequate or absent, the extent of achievement of specific health and safety objectives and an analysis of accident and ill-health data.

The school health and safety performance will be reviewed by the school management team quarterly and reported to school Governors.

Auditing/Inspecting Health & Safety Performance

Once the health and safety systems have been set up and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. Health and safety auditing/inspecting will be carried out on a regular basis by the Governors and senior management.

The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff, are aware of them.

Local Arrangements

Appendix 1 - Accident & Incident Reporting Procedures
Appendix 2 - Administration of Medication
Appendix 3 - Asthma
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Appendix 21 - Health & Safety Inspections
Appendix 22 - Health and Safety Information and Training
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Appendix 24 - Lettings, external agencies and shared users
Appendix 25 - Lone Working
Appendix 26 - Moving & Handling
Appendix 27 - Missing Pupils
Appendix 28 - New & Expectant Mothers
Appendix 29 - Noise & Vibration
Appendix 30 - Premises and Work Equipment
Appendix 31 - Personal Protection Equipment (PPE)
Appendix 32 - Physical Restraint
Appendix 33 - Risk Assessments
Appendix 34 - Security
Appendix 35 - Sun Protection
Appendix 36 - Swimming pool
Appendix 37 - Training
Appendix 38 - Violence
Appendix 39 - Waste
Appendix 40 - Wellbeing & Stress
Appendix 41 - Work Equipment
Appendix 42 - Work at Height
Appendix 43 - Work Experience/Young Workers/Agency/Temporary
Appendix 44 – Staff Handbook

Accident and Incident Reporting APPENDIX 1

All accidents to staff and pupils should be recorded in the school accident book (Located in the Admin Office) Wolverhampton City Council policy requires that all accidents to staff and accidents to the public; which includes pupils, visitors, clients etc. where the cause of the accident is related to the way we work, the level of supervision, or the condition of our premises, etc. are reported to the Health & Safety Team. (Please note: accidents arising due to a medical condition, are not reportable) This can be done by emailing the completed IR1 form to healthandsafety@wolverhampton.gov.uk.

Notifiable accidents/incidents are reportable to the Health and Safety Executive, such as a specified injuries or where a member of staff being absent from work for over seven days due to a work-related accident. Reporting to the HSE is undertaken by the LA and as CWC has a number of statutory duties in relation to accident/incident reporting we urge reports to be sent to the H&S Team within 5 days.

In addition, incidents of work-related violence to staff must also be reported. The H&S Team at CWC is only required to record violent incidents to staff by the public or by other members of staff where the incident is in connection with their work. The following are not reportable.

- Staff on staff incidents (non-school related) – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Staff on public incidents – these should be dealt with using the Discipline, Grievance and Capabilities Procedures.
- Public on public (for example pupil on pupil) incidents – these should be recorded locally as they are outside the remit of health and safety and do not need to be reported to the health and safety team.

Accident Investigation Procedure

All accidents will be investigated, and reasonable measures put in place to prevent a recurrence. The investigation and prevention of accidents is regularly reviewed by the Site Manager, Head Teacher and the Health & Safety Governors.
The extent of the investigation should be proportionate to the risk/outcome of the incident.

EVERYONE IS RESPONSIBLE FOR SAFETY WITHIN SCHOOL.

School accident reports will be monitored for trends and a report made to the Governors, as necessary.

The Head Teacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

The school will still be required to keep a record of all over three day injuries – this will be recorded on the school's accident/incident form.

Copies of reports are maintained in the relevant personal file of the injured.

At Colton Hills Community School

Reporting accidents/incidents/hazards is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Accident Forms (IRI) are kept in Main Reception and also available on the school network.
(t/whole school/staffing information/general forms/Admin & Organisation

In the case of staff accidents, the details from the completed Accident Form are transferred to the Accident Book which is stored in A1 General Office.

Administration of Medication APPENDIX 2

It is recognised that staff /teachers do not have any obligation under their contract to administer medication to pupils and that such administration is on a voluntary basis. There is a requirement however under the DfE to assist pupils with medical needs.

The school accepts the need for some pupils to receive medication during school hours. To this extent, the following guidelines apply:

- Medicine will be administered by qualified first aiders only
- Only medication prescribed by a doctor will be accepted for administration.
- The medication will only be accepted with written authorisation from the parent or guardian.
- The written authorisation must contain clear instructions about the dosage and time of the administration.
- A standard form will be issued by the school for this permission to be given. The form includes a statement that the member of staff administering the medication does not claim to be any form of medical practitioner.
- Medication will be administered in the presence of another member of staff.
- The medication will be stored in a secure place; and kept cool if it is necessary.
- On school trips, the trip leader will accept responsibility for the administration of medication with the qualified first aider on the visit.
- This medication policy will be brought to the attention of all parents in the school prospectus.
- Inhalers are normally outside of this procedure and other arrangements are made such as them being stored in the class room or central location.

At Colton Hills Community School

Nominated persons who administer medication adhere to the required guidance and processes.

Instructions and information about administering medicine is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Asthma APPENDIX 3

Some pupils in the school are likely to have an asthmatic condition.

Guidelines for dealing with an asthmatic attack should be made known to all staff. Details of all of the pupils in the school who have an asthmatic condition are contained in the school medical register which all staff have access to. All Medical conditions are recorded in SIMS which all staff have access to.

All teachers should be aware of the location of each pupil's inhaler and where spare ones are stored.

At Colton Hills Community School

Students are instructed to carry their own inhaler and self-administer as required. There is a facility for students to keep a spare inhaler with the nominated person (SHI) and the school spare inhaler is located in the First Aid room for first aiders to administer

All medical conditions are recorded on SIMS and instruction is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Asbestos APPENDIX 4

An asbestos management survey has been carried out by competent contractors to identify where asbestos/ ACM's are present within the school.

The significant findings of the survey report have been shared with all Site Staff who carry out all repairs in the school. Staff are advised every September to contact caretakers on the generic email address: caretakers@coltonhills.co.uk. If caretakers are unable to do the job they use an outside contractor.

Contractors are not allowed to start any work (especially that which involves disrupting the fabric of the building) without producing a method statement and having seen the asbestos survey report.

Regular formal visual checks are carried out (and recorded) of all pillars, ceilings etc., where asbestos / ACM's have been identified.

Any areas of the school that are found to have damage to the fabric of the building (where ACM's are identified), are taken out of use immediately and the area is made secure/inaccessible and sealed off to all persons.

Access to the ceiling voids is not permitted.

Wolverhampton Council are contacted immediately when it is suspected that fibres have been liberated and licensed contractors are used to carry out any remedial works.

Release of Asbestos Containing Materials

In the event of accidental release of known or suspected asbestos fibres, the area must be evacuated immediately and if possible sealed to prevent unauthorised access. A sign should be displayed to inform persons to stay out of the area.

The Head Teacher/Site Manager must be contacted immediately who will contact the relevant agencies (asbestos registered contractors) to arrange for a sample to be taken and relevant remedial works carried out.

Any contractor who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Head Teacher/Site Manager.

Auditing of the Safety System APPENDIX 5

Once the health and safety systems have been set up and introduced into the school it is a requirement that it is regularly checked to ensure that it remains up to date and effective. The most common way of doing this is by an audit. Health & Safety Audits are carried out by a Health & Safety Advisor from the LA. The system should be audited regularly and at least once every two years. The purpose is to ensure the system remains effective. During the audit, the management procedures shown in the safety policy are checked to ensure that they are still put into practice and that the staff are aware of them.

Behaviour APPENDIX 6

At Colton Hills Community School

The school Behaviour & Learning Manager is Mrs K Fox. The school has a behaviour policy in place, this is held on the Shared T Drive – Policies and on the school website

Behaviour information is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Blood, avoiding contamination APPENDIX 7

All staff should be familiar with this procedure before having to handle blood.

- Wash hands first.
- Put on non-permeable disposable gloves.
- Clean any wound as necessary and dress any wound if necessary.
- Dispose of the gloves and wipe or contaminated material in a plastic bag, seal if possible, and dispose of in the main bin.
- Wash hands thoroughly again.
- Record incident in the accident book.

For dealing with the spillage of blood, urine or vomit – see guidelines issued by corporate health and safety team or seek further advice from the school nurse. Spilages will be dealt with by Caretaker/Cleaners and designated First Aiders.

Control of Contractors APPENDIX 8

Contractors are appointed by the LA or directly by the school. Method statements and risk assessments are obtained from the contractors in order to assess their ability to undertake work safely before any work commences.

Contractors are provided with information on any matter that may affect their health and safety while working in the School, including fire arrangements and arrangements for responding to situations of serious and imminent danger such as gas leaks etc. All contractors are required to report to school office/reception where they will be asked to sign the visitors' book and wear an identification badge.

Contractors may need to obtain a 'permit to work' before carrying out some work activities around the school e.g. hot work. Permits are issued by Caretaking Staff, with assistance from the Local Authority, who we have service level agreements with for both revenue and capital works/projects.

The Site Manager is responsible for monitoring the safety performance of contractors while the work at school is in progress. Should there be problems with the safety standards this should be reported to the Business Director and the revenue/capital liasing officer at the Local Authority. All work is checked at completion.

Control of Substances Hazardous to Health (COSHH) APPENDIX 9

Prior to new substances being purchased a check will be made (by the person requiring the substance) to see if there if a substance which is less hazardous. When new substances are purchased, material safety data sheets will be obtained from the supplier and the substance inventory updated.

A substance inventory is in place and is maintained by the Site Manager. – A Radzevicius

Hazardous substances should be kept locked away from not in use.

Guidelines:

- Teachers should not keep their own small stocks of hazardous substances e.g. cleaning solutions. Staff room cleaning materials should be kept securely in the appropriate staffroom cupboard.
- Chemicals and cleaning chemicals should ideally be stored in their own container and clearly labelled with warnings showing clearly on the container.
- Never use food or drink containers to store chemicals.
- Keep only small quantities of the chemicals.
- Any spillages should be cleaned up at once.
- Teach pupils to recognise the warning symbols on products, which they may come across on household containers, such as bleach, disinfectants, lavatory cleaners, oven cleaners, paint stripper's etc., and warn of the dangers.
- Ensure protective clothing is available when using chemicals.
- COSHH assessments must have been carried out before using chemicals and the user informed of the dangers and control measures to be in place for that chemical. There should also be suitable first aid arrangements available for treating chemical splashes.

To be read in conjunction with CWC corporate COSHH assessment guidance.

Communication APPENDIX 10

The Management Team are responsible for disseminating information on health and safety issues. Staff will be made aware of how they can assess information such as outcomes of inspections and risk assessments, and local procedures for health, safety and fire during inductions and at regular update meetings.

Health and safety will also be a regular item on the agenda of team / committee meetings.

The Health and Safety Law poster is displayed in Main Reception, Student Reception, Community Entrance.

Where appropriate, the 'Shared Drive' will be used to communicate health and safety information in order to keep the school staff updated on the preventive and protective measures taken by the School information is also included in the Staff Handbook.

A copy of the Health & Safety Policy is located on the Shared T Drive.

The Office Manager ensures that all new employees know where to find copies of the health and safety policy.

Staff are reminded of this during induction and during termly health and safety updates completed on INSET days or staff training. Staff, receive updates about procedures such as manual handling, working at heights etc. and fire procedures during these meetings.

Temporary/agency/volunteer staff given information about health and safety prior to commencing work or on the day of commencement. Staff are aware of who the competent person is for health and safety advice and how to raise health and safety concerns (verbally if urgent to the designated member of the Leadership group or to the Site Manager).

All, staff are consulted on new procedures in staff meetings and reminders are given at the start of each term. Representatives from shared users (catering and cleaning) of the site can raise health and safety issues to the Head Teacher or Site Manager. Staff; also have access to health and safety documentation in paper format located in the Main School Office.

The responsibility for Health and Safety is delegated to the Governor's Resources committee and will be a standing item on each committee agenda. The Head Teacher will report on school buildings and premises items each term in their report to the Full Governing Body.

At Colton Hills Community School

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A copy of the Health & Safety Policy is located on the Shared T Drive.

Health and Safety Golden Rules are published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

When necessary Health & Safety messages are communicated to staff at the weekly staff briefing

School Policies are available for all staff on the shared T Drive and instructions on how to find policies is published in the Staff Handbook.

Curriculum APPENDIX 11

Health and safety arrangements for Science, PE, Design & Technology and any other curriculum subjects with increased levels of risks are detailed in individual curriculum statements.

Teaching staff are responsible for the maintenance of safe working conditions. They should anticipate potentially dangerous situations and act to prevent them from developing.

Staff should set an example in maintaining safe working and discipline within the classroom. Work needs to be well planned in order to prevent accidents.

Display Screen Equipment APPENDIX 12

All staff who habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, office manager and Head Teacher etc. shall carry out a self-DSE assessment.

All workstations, chairs, and associated equipment shall comply with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and current British Standards. School office staff will be responsible for checking this when ordering.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the school to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Those staff identified as DSE users shall be entitled to a free eyesight test for DSE use every 2 years by a qualified optician.

Where necessary a contribution towards the total cost of spectacles will be provided. Details of this can be obtained from the Head Teacher.

Suitable training and information is given to users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment and the appropriate precautions to be taken.

The School Business Director/ IT Technicians are responsible for co-ordinating display screen equipment assessments.

At Colton Hills Community School

Habitual users of DSE are requested to complete the self assessment and take appropriate action.

Driving at Work & Minibuses APPENDIX 13

The school will follow the council's driving at work policy. The regulations are published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

The Office Manager will ensure that those persons who drive their own vehicle as part of school business have the appropriate licence, insurance, MOT (if applicable) and tax. This is recorded on the spreadsheet provided by the Health & Safety Advisors and kept on the school network.

The Head Teacher, or designated representative, will require Staff to access DVLA and give the school a code to enable them to view their licences. Driver's licences will be checked online annually via the Gov.UK website which will be logged in the school office.

Any staff member not processing the above will not be permitted to drive on school business.

Vehicles on the school site - vehicular access to certain areas of the school site is restricted to school staff and visitors only and not for general use by parents/guardians when bringing children to school or collecting them.

The maximum speed limit entering the school is 5 miles per hour. The access from the road shall be kept clear for emergency vehicles. If an event is being held outside of normal school activities a pedestrian gate will always remain open.

Minibuses:

Teaching and other staff who drive minibuses as part of their work must possess a D1* Passenger Carrying Vehicle (PCV) category on their driving licence where it is a requirement in their job description.

Volunteers and other staff members are permitted to drive a minibus under a Section 19 Permit.

*If you obtained a full car driving licence before 1997, you will have a D1 (101) entitlement to drive minibuses. However, should this be the case, before you can drive a minibus you must undergo a competency assessment organised through Fleet Management at Culwell Street.

The staff at our school that are authorised to drive a minibus are:
D Jackson
J Kumar
G Kennedy
C Buckle
D Ireland

Staff responsible for undertaking daily checks on the minibuses are : J Kumar/D Jackson

Staff responsible for undertaking weekly checks on the minibuses are : J Kumar/D Jackson

All defects are reported to School Business Director. Repairs are carried out by Frank Guest Motors - Wolverhampton.

Where the minibus is fitted with lifting equipment (tail lift) this must be maintained and inspected in accordance with The Lifting Operations and Lifting Equipment Regulations (LOLER).

At Colton Hills Community School

The regulations are published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Educational Off Site Visits APPENDIX 14

The EVC for the school is S Panaser/ G O Hara and have attended the Local Authority training.

The Educational Visits Coordinator (EVC) for the school is responsible for:

- Ensuring all category visits (A, B and C visits) are sent to the Local Authority.
- Liaising with the LA to ensure that educational visits meet the employer's requirements.
- Ensuring a suitable and sufficient risk assessment is carried out for all educational visits.
- Undertaking the functions outlined in the DfE publication "Health and Safety of Pupils on Educational Visits" and the LA Off Sites Visits Manual.
- Ensuring All procedures identified in the Management of Off Site Visits guidance are followed including submitting visit forms to the LA.

The school follows LA guidelines for educational visits.

Risk assessments will be completed and documented for all off-site visits. Where the visits are regular visits, such as to the park or swimming pool, the risk assessment will be completed then reviewed each term or year as necessary.

The following members of staff are Visit Leaders and have attended Local Authority training.

Evolve system is used to manage the process.

At Colton Hills Community School

The EVC for the school is S Panaser/ G O Hara and have attended the Local Authority training. Evolve is used to manage trips.

The process for organising school trips is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Electricity APPENDIX 15

Staff must not undertake any work on electrical equipment or installations, including resetting trip fuses, without receiving sufficient training. The Local Authority will ensure that the statutory 5 yearly check of the electrical system is carried out by a competent person, and that a record of this test is kept. Electrical socket outlets must not be overloaded. The use of extension leads will be minimised.

Before using any piece of electrical equipment, staff must undertake a visual inspection to ensure that the plug tops, leads and outer castings are free from defects. Look for signs of burning, damaged cables, loose covers etc. The electrical equipment must be suitable for the environment in which it is to be used. Only portable or low voltage equipment should be used in outside areas.

Repairs to electrical equipment will only be undertaken by trained and competent persons. Any member of staff identifying broken, damaged or faulty electrical equipment should ensure that the equipment is not used and report the matter to their line manager. Records are retained of testing, maintenance and repair to equipment.

The Site Manager is responsible for maintaining an inventory of portable electrical equipment used at school and for keeping this inventory up to date and when new equipment is procured. Portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk but at least every two years.

Be aware of the dangers of trailing cables and do not have trailing cables across walkways. Four way extension blocks should be secured to the wall or computer trolley or placed off the floor where possible to prevent them being tangled in feet. This prevents tripping hazards and damage to equipment.

The electricity is to be isolated before any work on the electrical system including the changing of light bulbs.

Emergency Management Plan Appendix 16

The definition of what this plan is for; *'an event – or events – usually sudden, which involve experiencing significant personal distress, to a level which potentially overwhelms normal responses and procedures and which is likely to have emotional and organisational consequences'*.

The plan covers:

- A deliberate act of violence
- A school fire or laboratory explosion
- A pupil or teacher being taken hostage
- The destruction or serious vandalising or part of the school
- The death or member of staff through natural causes or accidents
- A transport-related accident involving pupils and/ or members of staff
- A more widespread disaster in the community
- Death or injuries on school journeys or excursions
- Civil disturbances and terrorism

Within the school's plan there is a flow chart which details whom should be contacted in an emergency. This plan will be reviewed annually by the Business Director.

Fire APPENDIX 17

Fire safety and evacuation procedures are set out in the School's Fire Emergency Evacuation Plan. This plan also details the responsibilities of staff within the school.

In summary:

- Fire drills will be carried out at least once per term. The time taken to evacuate the school will be recorded. If it takes longer than the recognised time investigate and consider carrying out the drill again. The time should normally be less than two minutes.
- Any faults on the systems to be reported to the contractor immediately.
- All checks as defined in the Fire Log Book will be undertaken.

Regular reporting that these measures are in place is a requirement of the LA, whose role is to monitor and assess levels of risk attached to fire safety in its schools. Schools are required to provide a twice termly return to the Local authority to confirm that appropriate measures are in place. The return should consist of the single page "Fire Safety Checks" form and a copy of "Findings and Action Plans" section of the fire risk assessment and should be sent to AMP.Support@wolverhampton.gov.uk

Registers must be taken to the assembly point to carry out a roll call.

The fire marshals are listed as per the evacuation floor plan located on the Shared T Drive.

At the beginning at each school year, teachers make their class aware of the fire procedures.

All electrical equipment that need not be left on, such as, photocopiers, printers and kettles are to be switched off. Equipment needed to be left on should be kept clear of combustible material in case of a fault developing when unattended. Combustible rubbish is to be regularly disposed of and flammable liquids are to be stored properly in order to reduce the risk of fire.

Head Teacher/Business Director/Site Manager are responsible for ensuring the Fire Risk Assessment is up to date and communicated to staff and shared users of the school site. The fire risk assessment will be regularly updated to reflect changes within the school.

At Colton Hills Community School

Fire evacuation procedures are published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

The Fire Evacuation Plan outlines individual role and responsibilities.

Fire Safety Golden Rules are published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

First Aid APPENDIX 18

The School has a duty as an employer to assess its requirements for first aid and ensure that there is adequate provision to meet those requirements.

Current first aiders:- All Staff have basic First Aid Training but the following designated staff are on a daily rota.

- W McKerdy
- D Williams
- C Phillips
- S Ryan

In the event of an injury or ill health, the first-aider in the building should be summoned.

SEN Administrator is responsible for ensuring first aid boxes are sufficiently stocked.

The School Business Director is responsible for ensuring first aid training is up to date and refresher training is undertaken in a timely manner.

A list of the qualified first aiders is available in strategic places throughout the school. All staff, including supply teachers are made aware of the first aiders and their location.

Portable first aid kits must be available, suitably stocked and taken on all visits away from the school.

In the event of a more serious injury, such as:

- unconsciousness;
- severe bleeding;
- object stuck in throat;
- deep cut that may require stitching;

- suspected fracture;
- severe asthma attack;
- severe reaction to bites or stings;
- swallowing or suspected swallowing of toxic substance;

Dial 999 and ask for an ambulance. If the first aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult (a first aider) will be designated in situations where the parents cannot be contacted. Health care plans are in place for those pupils with complex medical needs e.g. chronic or on-going medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc.). These plans are reviewed annually, and written precautions/procedures made available to staff. Staff undergo specific training related to health conditions of students and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) by a health professional as appropriate.

At Colton Hills Community School

Information about first aid is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Flammable Substances APPENDIX 19

The school do have some flammables, particularly flammable liquids. Some cleaning items, paints and associated solvents are flammable. Where these items are used, no large quantities are stored.

Deliveries and orders will be kept to a minimum.

Where such items are required in the school, they will be stored in a suitable, locked metal cabinet in the storage area at the Rear of the Theatre.

Flammable substances are also used within our Science Department, these are stored in the Prep Room and storage room in science corridor and controlled by Science Technicians.

Health and Safety Assistance APPENDIX 20

To satisfy its legislative requirements of having access to a competent person, the school seeks the assistance of the Local Authority health and safety department. This department will provide advice and guidance on health and safety law and what the school needs to do to comply with that law. Other relevant agencies such as police, fire service etc. will be asked to provide guidance, advice or inspection as appropriate.

At Colton Hills Community School

We have taken out the Service Level Gold Agreement for the last 2 financial years and liasing the LA Team we have used the NGA Health and Safety Audit checklist to review our requirements and procedures.

Health and Safety Inspections APPENDIX 21

The school are working towards developing proactive management systems for recorded site inspection checks to be undertaken.

Periodic site inspections are also undertaken by the LA.

Statutory inspections such as those for the lift, mechanical stage, boiler, ventilation system etc. are arranged through the Site Manager. Certificates of the conformity are retained by the Site Manager.

Health & Safety Information & Training APPENDIX 22

Health and safety induction will be provided and documented for all new employees, temporary workers and contractors. A signed and dated copy of the induction for staff will be held on their individual personnel file.

The Head Teacher is responsible for ensuring all staff, are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.

All employees will be provided with:

- Induction training in the requirements of this policy.
- Update training in response to any significant change.
- Training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
- Refresher training where required

Staff are required to sign to say that they have read the policy and that they agree to follow the procedures.

Training records are held in personal folders, and in a lockable cupboard and the School Business Director will be responsible for co-ordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits. The Head Teacher will be responsible for assessing the effectiveness of training received.

The Head Teacher will complete the training matrix as necessary and report on training to the Governors monitoring committee at least annually.

Each member of staff is also responsible for drawing the Head Teachers attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Details of all health and safety training will be recorded in the training folder/database by the Head Teacher.

At Colton Hills Community School

Health & Safety Golden Rules are published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year. At the September inset day the Business Director delivers a Health and Safety update and instructs staff to read the Health and Safety instructions in the Staff Handbook. A register is kept of staff that have attended.

Legionella APPENDIX 23

The school employs the services of external contractors who provide the school with assessments and monthly monitoring. The Site Manager/IWS will ensure that the system is flushed at the appropriate intervals where necessary and this will be recorded in the legionella log book.

Lettings, external agencies & shared users APPENDIX 24

All external agencies and shared users will be advised of the school's health and safety policy, fire procedures and accident reporting procedures. They should carry out risk assessments for their use of the buildings and provide copies to the school. All staff have a duty to monitor the safe use of the buildings by external agencies and should report problems to the Site Manager.

All lettings will be provided with specific inductions relating to the area being Let e.g. swimming pool.

All certification will be obtained from the hirer. All hirers will be required to present a minimum of £5m Public Liability Insurance prior to the hiring.

Lettings are arranged through the Site/Manager/Caretaker/Community Office

Lone Working APPENDIX 25

Lone working can be defined as a wide variety of situations including:

- Travelling alone - on foot, by car or public transport
- Peripatetic (mobile) working - visiting people in their homes, visiting business premises, attending meetings or even work on the highway
- Use of interview rooms - effectively, working alone.
- Arriving at or leaving premises - the first person in/last out is in effect working alone
- Out of hours activities - cleaning, maintenance, etc

Lone working is undesirable but in some circumstances it cannot reasonably be avoided. Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary. Work involving potentially significant risks (for example work at height or working in the boiler room) should not be undertaken whilst working alone.

Office Procedure - Where staff are lone working in offices particularly out of normal working hours they should ensure all external doors are secured to prevent access by any unauthorised persons. If a lone worker discovers an intruder, they must NOT put themselves at personal risk. Where appropriate, ensure their own security and contact the Police or raise the alarm.

Working Off Site - (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. Staff undertaking home visits to obtain as much background information as possible about the student/family being visited.

Check PVPR register held by the LA.

Avoid lone working, go in pairs. Managers must ensure they are aware of where their staff are working and the procedures to take should a staff member not return to school.

At Colton Hills Community School

Risk Assessments for Site Staff
Home visits

Moving and Handling APPENDIX 26

Manual handling is considered to be all operations requiring lifting carrying, pushing, pulling.

Generic risk assessments for regular manual handling operations are undertaken and staff provided with information on safe moving and handling techniques.

Staff should ensure they are not lifting heavy items unless they have received training and/or equipment in order to do so safely.

All manual handling activities which present a significant risk to the health and safety of staff will be reported to the Head Teacher and where such activities cannot be avoided, a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be retained in the risk assessment file to be accessed by all.

Moving and Handling

All staff who move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

All moving, and handling of pupils has been risk assessed and recorded by a competent member of staff.

Equipment for moving and handling people is subject to inspection on a 6-monthly basis by a competent contractor.

At Colton Hills Community School

Training is compulsory for staff who have responsibility for lifting and shifting (Caretakers)

Training is provided for manual handling people techniques where appropriate.

Moving and handling information is included in the Health & Safety Golden Rules which are published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Missing Pupils APPENDIX 27

If a pupil goes missing and cannot be located, the Headteacher or other senior staff should be informed immediately. The signing-out book and the secretary should be consulted and if necessary a search of the school and local environments should be made urgently. If it appears that the child may have left the school site or have been abducted, parents and police should be informed immediately.

On educational visits it is the responsibility of the visit leader and other staff to maintain a check on pupil numbers and to be aware of the location of pupils at all times. If a pupil goes missing, staff at the venue should be informed immediately, the school and LA contacted.

New and Expectant Mothers APPENDIX 28

New or expectant mothers are employees who are pregnant or who have given birth within the previous six months or who are breast feeding. Pregnancy places extra strain on new or expectant mothers and closer attention needs to be given to their health and safety at work.

The school is aware that expectant mothers may have health and safety concerns which need to be addressed and a risk assessment will be completed by School Business Director/G O Hara.

The same general principles apply in relation to students who are expectant or new mothers and, though the employer's legal duties do not specifically apply in such situations, our policy is that risks must be assessed. Participation by a pregnant student in routine PE and educational visits will need to be reviewed by the school, the student's parent/guardian and medical adviser.

A person specific risk assessment will be conducted with the staff member concerned and any reasonable action necessary should be mutually agreed and the assessment retained on the personnel file for future reference. A generic risk assessment is also in place relating to 'new and expectant mothers'.

Some risks (some chemicals, physical risks and some biological risks) may have more significance very early on in the pregnancy. The risk of damage to the foetus and of miscarriage may be greater and it is therefore important that expectant mothers in some occupations (school lab technicians, for example) give the school as much notice as possible so that adjustment can be made.

The risk assessment will be regularly reviewed throughout the term of the pregnancy and upon return to work. There are facilities within the school for pregnant staff members or those who have given birth within the previous six months to rest, or to accommodate nursing mothers who are breast feeding.

Noise & Vibration APPENDIX 29

The school will take all reasonable measures to protect the hearing of individual employees who are required to work in designated noise areas or exposed to significant amounts of noise. Hearing protection is provided. The school will also take precautions to protect employees from exposure to vibration by ensuring equipment is maintained and job rotation built into repetitive tasks where this is applicable. When new equipment is purchased, it is the intention of the school to ensure that the noise and vibration levels are as low as possible. Noise and vibration will be considered as part of site maintenance risk assessments.

Premises & Work Equipment APPENDIX 30

Statutory Inspections

Regular inspection and testing of school equipment is conducted by appropriate contractors according to timescales specified by regulations/guidance available. Records of such monitoring will be kept in the Main School Office.

All, staff are required to report any problems found with plant/equipment to the Site Manager on a verbal basis or leave messages in the office. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair/disposal.

Curriculum Areas
Curriculum coordinators are responsible for reporting maintenance requirements for equipment in their areas to the Head Teacher/Site Manager.

Gas Safety
All gas appliances will be inspected and tested on an annual basis by a Gas Safe registered contractor.

Electrical Safety
Staff will not undertake any work on electrical equipment or installations, including resetting tripped fuses, without receiving sufficient training.

PAT testing is undertaken on a two yearly basis.

The contractor is responsible for maintaining the PAT inventory and a copy will be given to school. (Copy kept in Fire Log Book – Main reception).

The Site Manager will ensure that the statutory five-year check of the electrical installation is carried out by a competent person. A record of this test will be kept, and the necessary action plan drawn up in response.

Electrical sockets will not be overloaded in this school and, where it is necessary to use an extension lead, these will be of the fused and switched type to prevent overloading.

Before using any piece of electrical equipment staff will conduct a visual inspection to ensure that the plug tops, leads, and outer casings are free from defects. Where defects are detected the equipment will be immediately labelled and isolated. The equipment will be securely locked away and not used again until the defect has been rectified or disposed of.

Repairs to any electrical equipment belonging to the school will only be undertaken by a trained and competent person. Records are kept of any repair to electrical equipment required.

The electrical equipment will be suitable for the environment in which it is being used and portable appliance testing will be conducted as necessary, depending on the type of equipment.

Welfare
The workplace is clean and tidy; lighting in the workplace is reasonable and suitable toilets and washing facilities are available. Drinking water is available and there is an adequate supply of both hot and cold running water. Suitable facilities are available for rest and for pregnant women. Floors and traffic routes are kept clean, dry and are non-slippery. Windows can be opened and lower level windows can be safely cleaned. Pedestrians and vehicles are separated at the main entrance with pathway leading to the main reception. Doors and gates are suitably constructed and incorporate appropriate safety device.

Play Equipment
All play equipment will only be used when supervised. Equipment will be checked daily or before use for any apparent defects.

The P.E. equipment will be inspected on an annual basis by an approved contractor.

A visual inspection of fixed outdoor play equipment will be carried out by the Site Manager; a termly inspection will be carried out by an Operational Inspector of Play and an annual inspection by an Annual Inspector of Play (RPII).

Smoking
The site is kept as a non-smoking site this also includes the use of all forms electronic cigarettes. No Smoking Policy – Shared T Drive – Policies.

Personal Protective Equipment APPENDIX 31

Protective clothing and equipment will only be provided when an assessed risk cannot be eliminated or controlled by some better means, or where it is required by law. PPE will be provided by the school free of charge following a risk assessment.

Where protective clothing or equipment is provided, employees must make full and proper use of it at all times, and as instructed or following manufacturer's guidelines.

Employees must keep protective clothing and equipment clean, so far as is reasonably practicable, carry out user checks as required, and make it available for maintenance. Any damaged PPE should be reported to the Departmental Manager.

At Colton Hills Community School

PPE information is included in the Health & Safety Golden Rules which are published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Physical Restraint APPENDIX 32

The school has a separate policy relating to 'Physical Restraint. Risk Assessments will be undertaken should the need arise relating to physical intervention. (Shared T Drive – Policies).

Training must be undertaken prior to using any intervention strategies.

Intervention training is recorded, and refresher training carried out in accordance with the training provider's recommendations. Training providers must be appropriately accredited.

All incidents where a physical intervention has been used are recorded. Other information e.g. factors which may have triggered the event, must be used to review any risk assessments and management plans.

At Colton Hills Community School

Physical Restraint information is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Risk Assessments APPENDIX 33

The School will seek to ensure that no employee, student, visitor, contractor or other person is exposed to an unacceptably high level of risk from any of the property, equipment, processes or activities undertaken, for which the school has a legal responsibility.

The Head Teacher is responsible for ensuring that risk assessments are carried out for activities with significant risk and for appointing a sufficient number of risk assessors in order to assist in carrying out

the assessments. Risk assessments should be carried out by trained, competent staff. Anyone likely to be affected by a risk assessment must be informed of any risks to their health and safety and must be shown the risk assessments and any control measures that is considered necessary.

Risk assessments are reviewed at least annually by the Business Director and relevant staff. When an accident/ incident as occurred, the risk assessment will also be reviewed.

Risk assessments are shared with staff as part of the consultation process and are available to view on the Learning Platform.

Generic risk assessments may be produced to assist commonly occurring hazards and risks. Where generic risk assessments are available, staff may use them as a template for a more detailed assessment.

Specific risk assessments relating to individuals, e.g. staff member or pupil are held on that person's file and will be undertaken by the Business Director/Deputy Head Teacher.

The LA approved risk assessment pro forma will be utilised to record risk assessments.

The school has a subscription to CLEAPSS (through the LA) in science and DT their publications can be used as sources of model risk assessment.

At Colton Hills Community School

Risk Assessment information is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Security APPENDIX 34

The school is secured throughout the day. Doors should not be left open where this would allow access to intruders. Colton Hills have security gates that are operated by Reception Staff.

Visitors

All visitors request access to school by pressing the intercom button at the security gate.

All staff wear identity badges on blue staff lanyards.

- Visitors to the school are directed to the main reception by signs outside.
- Visitors, even regular visitors, contractors etc, should sign the visitor's book. The school issues badges for all visitors.
- If unknown visitors are encountered in the school, or not wearing a valid badge, they should be challenged politely as referred to in the intruder section below.
- Visitors should sign out at the end of the visit.

Valuable equipment.

- All valuable equipment should be security marked and an inventory compiled and maintained by the school secretary.

Personal property.

- Staff are responsible for the security of their own personal items. These can be deposited in the office or staff room during the day. Staff are provided with lockers and are encouraged to store valuables securely in these.
- Pupils are discouraged from bringing valuables into school
- Pupils can ask the secretary to look after small quantities of money they may bring in to school.
- Parents are constantly reminded to identify pupils' clothing by securing nametags to them.

Cash handling.

- The school has a safe in which cash should be stored. The largest amounts of cash are likely to be the regular collections of dinner money. Provision is made for a security company to handle cash on behalf of the school. Cash should not be stored on the premises for longer than necessary.

Intruders.

- In the event of a potential intruder, common sense and a due regard for personal safety and the safety of others should be exercised.
- All legitimate visitors should be identifiable from intruders by their visitors' badge.
- Parents should not enter the building without reporting to the office.
- If appropriate a potential intruder may be challenged, i.e. "Can I help you? Are you looking for reception?"
- If the intruder appears threatening or dangerous the Headteacher or another senior member of staff should be sought. If necessary evacuation procedures may be called upon if this situation is likely to make the situation safer. Police should be called as soon as possible. The safety of pupils is paramount, and they should be moved from the presence of the intruder immediately.

At Colton Hills Community School

The school has safes available for cash. Security Plus collect twice a week.

Security & Keys & Money (Collecting and Security) information is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year. The site has over a dozen separate entrances and during school hours these are locked down and access is resticited.

Sun Protection APPENDIX 35

Skin cancer is one of the most common cancers in the UK and the number of cases is rising at an alarming rate. The good news is that the majority of these cases could be prevented. Most skin cancers are caused by UV radiation from the sun. If we protect ourselves from the sun then we can reduce our risk. This is particularly important for children and young people whose skin is more delicate and easily damaged. Sunburn in childhood, can double the risk of skin cancer.

This school has used the guidance promoted through Cancer Research and particularly the Sun-Smart Campaign in order to draw up this policy.

What is the Sun-Smart Campaign?
Sun-Smart is the national skin cancer prevention campaign run by Cancer Research UK. The Sun-Smart schools initiative encourages nurseries and pre-schools to develop and adopt sun protection policies. They are part of a broader campaign communicating effective skin cancer prevention messages to the general public.

The five key Sun-Smart skin cancer prevention messages are:
- Spend time in the shade between 11and 3
- Make sure you never burn
- Aim to cover up with a t-shirt, hat and sunglasses
- Remember children burn more easily
- Use factor 15+ sunscreen

At Colton Hills Community School we want staff and pupils to enjoy the sun safely. We shall work with staff, pupils and parents to achieve this through:

Education:
- We will talk about how to be sun smart in assemblies at the start of the summer term.
- Parents and guardians will be sent a letter explaining what the school is doing about sun protection and how they can help at the beginning of the summer term.

Timetabling:
- Where reasonably practicable children will play outside out of direct sunlight.

Shade:
- The trees provide summer shade
- Canopies

Clothing:
- Pupils are asked to bring in appropriate clothing i.e. sun hats.

Sunscreen:
- Children encouraged to, have sun-cream applied by parents before school.
- Children allowed to, bring sun-cream in but where possible apply it themselves. Staff will assist where required.
- Sunscreen use will be encouraged on school trips

Swimming Pool APPENDIX 36

The school have developed Normal Operating Procedures (NOP) and Emergency Action Plan (EAP). Risk Assessments are also in place. These documents are held by the Community Officer/Site Manager.

Appropriate staff have attended training in Swimming Pool Plant Operations.

Training APPENDIX 37

School staff will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner.

The Site Manager will ensure that details of health and safety training are retained and will arrange refresher training as necessary and will be assess the effectiveness of training received.

Each member of staff is also responsible for drawing their manager's attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

Violence APPENDIX 38

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by a member of the public, staff, pupil or contractor while they are at work. Such incidents must be reported to the LA using an IR1 form. Each incident is investigated by the Senior Management Team in order to prevent a recurrence of a similar incident.

Staff with responsibilities for undertaking risk assessments must consider activities that may result in violence and ensure measures are taken to reduce the likelihood of a violent act occurring. Where it is identified that there is a potential for violence arising from the activity the measures taken could include additional security or training for staff at risk. Staff and their representatives must be consulted on any measures introduced.

At Colton Hills Community School

Reporting accidents/incidents/hazards is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Accident Forms (IRI) are kept in Main Reception and also available on the school network.
(t/whole school/staffing information/general forms/Admin & Organisation

Waste APPENDIX 39

The arrangements for removing waste from the school are reviewed annually to ensure they remain satisfactory.

External refuse bins are chained and stored at least six metres from the building.

Consideration is given to the need for removing clinical waste in yellow bags. Sanitary bins will be emptied regularly by the contractor employed to do this.

Internal waste bins are emptied daily.

All waste material that could cause harm to any member of staff, student or other persons should be properly packaged to prevent injury and disposed of (i.e. all glass should be wrapped in newspaper and securely taped).

Hazardous materials such as chemicals are disposed of using a specialist contractor.

At Colton Hills Community School

Instructions about confidential waste is published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Wellbeing and Stress APPENDIX 40

The school are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE management standards. In addition, the Headteacher operates an 'open door' policy and encourages staff to discuss any concerns or issues they may have with him.

All staff have 'One to One' meetings with their Line Manager at least annually.

Regular team meetings are held, where staff are encouraged to voice their opinions and raise any concerns they may have.

By its nature employment will bring times of stress and pressure to employees. Governors and the Headteacher have a duty to minimise levels of stress caused by work and assist staff in maintaining work / life balance. Life events can also contribute to levels of stress and anxiety.

All staff are encouraged to discuss situations when they feel that the level of stress they are feeling is detrimental to their health and wellbeing. All staff should be aware that stress is not a sign of weakness and that it should be discussed openly. Appropriate support will be given to staff that need it.

Work related stress and wellbeing will be considered as part of the risk assessment process.

At Colton Hills Community School

Staff absence is monitored and recorded in line with The Management of Attendance Policy (Grey Book) and the relevant Line Manager holds 'back to work' interviews following staff absence. Staff have access to a range of support and well being services.

Work Equipment APPENDIX 41

The Site Manager is responsible for ensuring that all equipment supplied for use at work is suitable for its intended purpose and maintained in good working order with records of maintenance being kept.

Manufacturer's or supplier's instructions are retained and where necessary staff are provided with sufficient instruction and training in the safe use of equipment.

Staff are responsible for:

- Working in accordance with safety procedures.
- Not tampering with any safety equipment provided.
- Reporting any faulty equipment to the Site manager and clearly identifying the equipment as being out of service. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Personal items of equipment (electrical or mechanical) should not be brought into the school without prior authorisation and will be subjected to the same tests as school equipment.

Heads of department are responsible for ensuring maintenance requirements for equipment in their areas is identified and implemented.

Working at Height APPENDIX 42

All work at height will be risk assessed, planned and carried out by competent persons using the most appropriate work equipment which is properly inspected and maintained. Work at height will wherever possible be avoided.

When working at height for short durations (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs or tables to do this.

Staff will be provided with information and instruction in the use of step ladders to ensure that they are aware of the correct use.

All equipment for work at height will be logged and an inspection programme implemented by the Site Manager and documented.

Work at height will not be undertaken whilst lone working.

The following staff members have attended training is Work at Height:

- A Radzevicius (Site Manager)

The following staff members have attended training in 'The Safe Use of Steps and Ladders':

- A Radzevicius (Site Manager)

The following staff members have attended PASMA training:

- A Radzevicius (Site Manager)

At Colton Hills Community School

Working at height information is included in the Health & Safety Golden Rules which are published in the Staff Handbook, which is issued to staff on an annual basis and as part of the induction process for new staff arriving mid year.

Young and Inexperienced Workers (including Work Experience) APPENDIX 43

A 'young person' is defined as anyone who is under 18 years old.

The school will ensure that young persons are protected from risks to their health and safety as a consequence of their lack of experience, absence of awareness of existing or potential risk or the fact that they have not yet fully matured. Risk assessments for work activities will be carried out for every young/ inexperienced person before they start work.

Young people are likely to need more supervision than adults. Good supervision will help us as a school get a clear idea of the young person's capabilities and progress in the job and monitor the effectiveness of their training. Induction and training will be tailored to the tasks the person will be undertaking.

Work experience:

Our school do have students on work experience and understand we have the Secondary responsibility for the health and safety of the student and should be managing any significant risks. Risk assessments, induction and training will be provided, and a member of staff assigned to the work placement student as a Mentor.

Temporary Workers:

All agency or temporary staff will be checked and inducted by the Cover Manager. A brief induction will be given covering fire procedures, first aid, accident reporting and welfare arrangements and they will be issued with a Staff Handbook. In addition to this risk assessment that relate to the staff members area of work will be covered.

Staff Handbook Appendix 44