



Part of **GIPPESWYK COMMUNITY
EDUCATIONAL TRUST**

Achieving success together

This Policy has been adopted and approved by Gippswyk Community Educational Trust and has been adapted for use by Copleston High School.

| COPELSTON HEALTH, SAFETY & WELFARE POLICY | |
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| Approved by GCET/Adapted by Copleston High School | 1.9.2017 |
| Reviewed/Amended | May 2019 |
| Ratified by Copleston LGB | 1.7.2019 |
| Date of next Review | Summer Term 2020 |
| Responsible Officer | Facilities Manager – Ms B Savage/ SENCO – Mrs T Pilkington |
| Policy Number | CH7 |

Copleston High School

GENERAL HEALTH AND SAFETY POLICY STATEMENT

The Governors and Principal acknowledge that health, safety and welfare are vitally important to the school.

We aim to:

- ensure that we conduct all of our activities safely and in compliance with legal requirements and best practice;
- to provide a safe and healthy working environment;
- to promote a positive culture towards health, safety and welfare issues.

Roles and Responsibilities:

- The Governors and Principal have the prime responsibility for health and safety. They also have responsibilities to support the published policies and aims of the school in improving the overall health and safety performance of the school.
- The Principal, as Local Health and Safety Co-ordinator, has principal duty in the school for ensuring the local implementation of guidance, codes of practice and other advice from Suffolk County Council (SCC) and H&S Consultants. This duty extends to ensuring that working conditions and environment, substances used, equipment provided, and working methods adopted do not impair the well-being of any employee, or any other person including students, contractors, visitors, volunteers and any member of the public who may be affected by the conduct of its work.
- We are firmly committed to ensuring that Copleston High School remains a safe and healthy environment for everyone who uses or visits the school, and we expect all employees and students to play their part in achieving this goal.

This policy document has been adopted by the Governing Body and is signed by the Chair of Governors on its behalf and the Principal as the H&S Co-ordinator for the school.

Mr W Robinson - Chair of Governors

Mr S Common - Principal

Edition No: 003

Date: 1.7.19

AIMS AND OBJECTIVES

The objectives of Copleston High School's Health, Safety & Welfare Policy are to:

- Provide adequate resources to maintain health & safety and to promote high standards of safety, health and welfare in compliance with the Health and Safety at Work etc. Act 1974, other statutory law and approved codes of practice.
- Provide and maintain systems of work which are safe and without risk to health through the arrangements set out in this policy, which are reviewed when appropriate to changing circumstances.
- Carry out risk assessments and review them when necessary (as required under the Management of Health and Safety at Work Regulations 1999).
- Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health.
- Ensure that all machinery, plant and equipment is maintained in a safe condition.
- Carry out health surveillance, where required.
- To ensure adequate training, instruction supervision and information is given to all employees in order that they may work in safety in so far as is reasonably practicable.
- To ensure a healthy working environment for all personnel is provided and that there are sufficient facilities and arrangements for their welfare.
- Keep the workplace safe and ensure that access and egress are safe and without risk.
- Monitor safety performance to maintain agreed standards
- To protect personnel, whether they are employees, students, members of the general public visiting school, or contractors and their employees, from any foreseeable hazard whilst on school premises.
- To ensure that all personnel are aware of their responsibility to take steps necessary in order that the health and safety of both themselves and others may be safeguarded, and to co-operate with regard to safety.

The Target for the next 12 months is to:

- Review the Policies and Procedures across the school regularly
- Review and update the central library for risk assessments
- Develop Health & Safety Pages on FROG
- Aspire to minimal levels of reportable Incidents
- Provide annual Fire Safety Awareness guidance.

RESPONSIBILITIES

The Principal has the overall responsibility in the school. The Facilities Manager has responsibility for day to day management of health and safety (H&S) issues and is known as the Health and Safety Officer.

The Governing Body will encourage the Principal in the provision of a positive safety culture within school and assist in the identification, control and management of risk.

The H&S Committee monitor health and safety performance and recommend appropriate actions should this function appear or prove to be unsatisfactory.

Employees and Students have a responsibility to ensure that they take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work. They are required to co-operate with others in the school to fulfil our statutory duties and to adhere to safety guidance given to help maintain standards of health and safety within the school.

Contractors and their employees have responsibility to adhere and comply with the school's rules for contractors.

No person shall intentionally interfere with, misuse or wilfully damage, anything provided in the interest of Health & safety.

To ensure that this policy is effective, we will:

- a) Communicate the policy to staff via the staff intranet, noticeboards and staff induction
- b) Review it annually, or on significant changes in our business or legislation
- c) Make any such changes known to employees and students
- d) Maintain procedures for communication and consultation between all levels of staff and/or students on matters of health, safety and welfare

ORGANISATION

The Principal has the overall responsibility in the school. The Facilities Manager has responsibility for day to day management of health and safety (H&S) issues and is known as the Health and Safety Officer.

Further to this all staff should have regard to their own H&S and that of others including students, contractors, visitors and colleagues. They should communicate any concerns to the appropriate person(s) (see below) so that potential hazards can be quickly rectified.

Individual members of staff are responsible for the particular areas as follows:

| Task | Name of person responsible | Job title of person responsible |
|---|--|---|
| H&S Policy review | Governor's H&S Committee Mr S Common Miss B Savage | Principal H&S Officer |
| Communication and Information Management | Mr S Common | Principal |
| Critical Incident Management | Mr S Common Mr D East | Principal Vice Principal |
| H&S Induction Training | Miss B Savage Head of Department HR Department | H&S Officer |
| Programmed routine/updating training | Mr R Hall | Assistant Principal |
| Personal Safety Procedures (also Schoolsafe) | Mrs J Osborne | Safeguarding Officer |
| Planned checks – Procedures/Equipment/Premises | Miss B Savage | H&S Officer |
| Incident reporting/investigation | Miss B Savage Mr S Common | H&S Officer Principal |
| | | Head of Department |
| Co-ordination of risk assessment work | H&S Committee Heads of Department | |
| Fire procedures including personal emergency evacuation plans | Mr D East Miss B Savage | Vice Principal H&S Officer |
| Locally organised building repairs and alterations | Miss B Savage | Facilities Manager |
| First Aid (training & equipment) | Miss B Savage | H&S Officer |
| Vehicle control and pedestrian safety | Miss B Savage Mr S Common | H&S Officer Principal |
| Educational visits coordinator (EVC) | Mr D East Mrs L Cazey | Vice Principal Finance Assistant |
| Well Being Procedures | Miss J Newall | HR Consultant |
| School Minibuses | Miss B Savage | H&S Officer |
| Child Protection | Mrs J Osborne | Safeguarding Officer |
| Supporting pupils with medical needs | Mr A Green Mrs Pilkington Heads of Year | Vice Principal Head of Learning Support |
| Premises Security | Miss B Savage | Facilities Manager |
| Contractors on site | Miss B Savage | Facilities Manager |
| Outside lettings | Mr D King Miss B Savage | Sports Centre Manager Facilities Manager |
| Radiation Protection Supervisor | Miss E Vaughan | Science Department |

ARRANGEMENTS

Health and Safety Policy Review

- The Health, Safety & Welfare Policy will be reviewed, updated and adopted by the Governors on an annual basis.
- It will also be updated as members of staff who are responsible for particular areas change or when there are changes in legislation. At each review the School Governors will formally adopt the new policy.
- The Governing body and H&S Committee shall be responsible for this review and drafting any amendments.

H&S Committee

- The H&S Committee meet every term. This committee includes, the Principal and other site staff as well as Community, Local Authority, Parent, Staff and Governor representatives. It considers health, safety and welfare issues for staff and the school as a whole. The group monitors progress regarding any targets identified in the current edition of the school's Health, Safety & Welfare policy. The proceedings from these meetings are formally recorded and action points brought forward for review. Incident records for each term, and for each year, are reviewed to identify any patterns or other indicators requiring management attention or corrective action.
- A H&S report is presented to the Governors by the Principal every term.

Communication and Information Management

- The school's Health, Safety & Welfare Policy is available to all staff by various means. There are copies on the notice board and with all senior managers; it is also published on the intranet. All staff will be briefed as to how to access the school's Health, Safety & Welfare Policy documentation.
- In the staff room there is a designated H&S notice board where general health and safety information will be displayed together with the H&S Committee details and the Incident reporting procedure.

Critical Incident Management and temporary staffing absences

- The School has arrangements in place to cover the occasional (but foreseeable) absence of key staff so that first aid provision, medical needs and security are maintained. This may be due to planned absence, industrial action or 'emergencies' of any kind. These procedures are local to each department, but have a link back to the central policy.
- The School has a Critical Incident Management Team in position, whose responsibility it is to review the procedures for dealing with any critical incidents which occur. ie. Fire, Flood, Bomb Scares, Death or Serious Accident, Attack or Threats etc.

H&S Induction Training

All staff shall receive a formal induction and an appropriate H&S induction pack, including training that is matched to their specific work and responsibilities.

| H&S Induction Checklist | Responsible Person |
|--|---|
| Overview of the School's Health, Safety & Welfare Policy and organisational structure | H&S Officer HR |
| Tour of the premises | Head of Department |
| Current H&S priorities for the school, including safety policy targets | H&S Officer |
| Communication and relationships with other departments, schools and Suffolk County Council (the LEA) | Head of Department |
| General H&S advice, including the school's own guidance and that from the LEA | H&S Officer |
| Information on hazards specific to the school, and established controls or precautions | H&S Officer Head of Department |
| Safe procedures for use of machines, equipment and/or tools including defect reporting and the correct use of guards | Head of Department |
| Materials and substances in use – handling and labelling systems/warning signs. COSHH requirements, risk assessments and H&S data sheets | Head of Department |
| Use and care of PPE (Personal Protective Equipment) | Head of Department |
| Reporting of incidents, hazards, work-related injuries and illnesses and fires | H&S Officer |
| For certain staff (Principal, Facilities Manager, Caretakers, etc) the arrangements for ensuring the duties relating to asbestos management are fulfilled and that the asbestos survey report is available | H&S Officer |
| Initial advice to women of child bearing age about the need for expectant and new mothers' risk assessment | H&S Officer |
| Trained first aid personnel and first-aid facilities | H&S Officer |
| Fire evacuation and emergency procedures – including location of fire fighting equipment and use | H&S Officer |
| Smoking restrictions | H&S Officer |
| General housekeeping and maintenance of access and egress | H&S Officer |
| Security, restricted areas and equipment | H&S Officer |
| One-on-one instruction and supervision of young and inexperienced workers (and work experience students) | Head of Department |
| Manual lifting and handling – general advice and risk assessment | Head of Department (advice may be obtained from the H&S Officer) |
| Safe stacking of materials | Head of Department |
| General Housekeeping and maintenance of access and egress | H&S Officer |
| Schoolsafe Training | Assistant Principal |

Certain departments such as Science and other higher risk areas have developed a department specific induction in addition to the above.

Programmed Routine/Updating Training

- Training plans are updated annually when the performance management review is carried out. Managers should consider refresher H&S training for their staff every three years.
- The H&S Officer shall maintain a record of those staff trained in First Aid and Fire Safety.
- Working at Height and Manual Handling training is provided as required for identified staff.
- On-site cleaner training is provided on an annual basis.

Personal Safety procedures, Schoolsafe and control of violence

- All school staff, who may deal with anyone presenting challenging or threatening behaviour, are trained to the Schoolsafe standard.
- Visitors are directed to the main reception by a variety of signs.
- All visitors and other persons, including contractors, entering the building are monitored. They sign in at reception and are issued with a visitor's badge. Visitors are expected to read the information sheet on safety on site and child protection before being escorted into the building.
- All staff are expected to challenge any stranger who is not displaying an appropriate badge. If challenging is considered unsafe then staff are expected to contact Reception immediately.
- The Caretaking staff are the main key holders to the premises. The LEA and local Police have their contact details. This list is updated annually.
- The school has made arrangements to ensure the safety of lone workers and outreach staff. Such staff may include the caretakers, cleaning and catering staff, and staff who come into school during holiday periods. Specific risk assessments have been carried out for these activities.

Planned Safety Checks – Procedures, Equipment, Premises

- All equipment used within the school shall be maintained in good working order and be in a safe condition for use. If this cannot be achieved, then equipment will be withdrawn from use until it can be deemed safe for use or replaced and disposed of.

A structured programme of inspection is in place for the following areas:

- All indoor and outdoor sports and play equipment.
 - The school's water systems, including hygiene, temperature and legionnaires disease checks.
 - Mechanical equipment used in design technology.
 - Fume cupboards and other exhaust ventilation equipment, e.g. ventilation for kilns, design and technology machines, toilets, and reprographics areas.
 - Catering equipment, including ventilators.
 - Ladders, stepladders and mobile scaffold/access equipment.
 - Door closers, running gear and catches.
 - Lifting gear, winches and hoists, lifts and stays.
 - Printing and reprographics machines.
 - Kilns, autoclaves, compressors.
- The school uses competent recognised contractors for the formal maintenance checks required and records of these are held on file within the school.

- Staff are aware (and are reminded periodically) to undertake a simple and informal visual inspection of any electrical equipment they (or their class) are about to use. Technicians or other trained staff may perform this task in advance of lessons for the relevant subjects, provided they have been advised of the need.
- Fixed Electrical Installations are inspected on a 5 yearly basis by an approved contractor. All defects are reported and remedial works for high priority defects is undertaken within the time-scales advised.
- The whole school site is inspected once a term to identify any areas requiring maintenance, upgrading or suffering significant deterioration which may affect H&S.

Incident Reporting/Investigation

- The county approved, double-sided Incident Report form is used to report significant incidents resulting in injury or a near miss occurring in the school. All completed forms are returned to the H&S Officer who processes them retaining a copy in the school and sending the originals to our H&S Consultant who analyses and if appropriate notifies the HSE within the period of time set out in the regulations.
- All staff have been briefed on when and how to use the form, and are assisted by the sickbay staff if they have any queries.
- All minor medical incidents are recorded in the schools minor incident book.
- Incidents are investigated where necessary, with a view to preventing recurrence.
- The school reviews relevant risk assessments after any incident or near miss.
- The school's H&S Committee periodically reviews the incident history for the school and plans actions to reduce the likelihood of future incidents.

Co-ordination of Risk Assessment Work

- Risk assessments (RA) are carried out for all significant risks within the school to comply with the requirements of the Management at Health & Safety at Work Regulations. The RA must be both specific and meaningful and must be reviewed annually or following any major changes to work equipment or activities.
- Risk assessments are usually carried out by the Head of Department or the Educational Visits Co-ordinators. All persons undertaking risk assessments will be suitably trained and competent.
- A central register for the school risk assessments is being collated by the H&S Committee. These will then be reviewed annually and marked to show the review has been completed.

Fire Procedures

- A fire risk assessment is completed and updated annually or whenever there are any significant changes to the premises – building or grounds – or when there are significant changes to pupil or staff numbers or relevant legislation.
- The fire evacuation routes are clearly marked with conventional signage.
- Notices detailing the evacuation procedure and assembly points are placed around the school, with one in every classroom.
- Students with mobility problems have been given individual instructions regarding assistance in their evacuation of the building.
- Training for appropriate staff is provided in the use of evacuation chairs.
- Fire drills are carried out at least once per term.
- The lettings policy details the fire procedures which pertain to all hirers.
- Arrangements are in place to ensure no 'hot work' is undertaken in the school without a permit.

Locally Organised Building Repairs and Alterations

- Landlords Consent Process (form WF7035) is followed for major alterations and repairs.
- The Asbestos Survey is located in Reception and is available to all visitors and contractors. All contractors undertaking work on the premises are expected to sign that they have read the report.
- Asbestos removal is dealt with by a qualified contractor and appropriate records kept.

First Aid – Training and equipment

- Sufficient persons are trained as appointed persons to cover the needs of the school. Training records are kept and maintained by the Facilities Manager.
- First aid equipment is appropriately located in the school.
- A named person is responsible for the appropriate stock levels in the first aid kits.
- The disposal of clinical waste, including incontinence and sanitary waste, is carried out by a licensed clinical waste collection and disposal company.
- The Facilities Manager reviews the minor injury log and the incident report forms and investigates further where necessary. These are also reviewed by the H&S Committee and Principal.
- First Aid kits for all educational visits are provided with risk assessments being made in advance.

Vehicle Control and Pedestrian Safety

- Staff can park their cars on site at their own risk but they are expected to record their registration numbers with the main office. There is a parking bay for visitors adjacent to Reception and disabled spaces are clearly marked. Sixth Form students need a pass to park on site. School Minibuses are kept in a designated area. Parking has been restricted along the Foxhall Road entrance by the addition of double yellow lines and bollards.
- Regular deliveries and refuse collections are kept to times which are either very early in the day or when the students are in lessons. Deliveries from companies that are unfamiliar with the school are advised prior to arrival.
- The entrances to the car parks are supervised at the busiest times of the day.
- Ample cycle storage is provided on site by means of a secure compound and a cycle path has been introduced.
- Designated pedestrian access is provided to the school and across the main car-park.
- A barrier linked to our access control system has been introduced at the Foxhall Road entrance to restrict the traffic coming onto the site during the school day. There is an intercom linked to Reception who are able to override the barrier. It is also linked into the fire alarm system and is installed with safety loops.

Education Visits Coordinator (EVC)

- All SCC advice is followed and a separate policy is available.
- Two nominated co-ordinators have been appointed who have received appropriate LEA training.
- All visits are approved by the Principal/Vice Principal. The Chair of Governors reviews the arrangements for visits annually.

Well Being Procedures

- The school has taken positive action to manage stress and well-being issues and a Well Being Co-ordinator has been appointed.
- All staff have access to a free and confidential counselling service and suitable and sufficient stress risk assessments will be undertaken if required.
- Stress and workload management issues are discussed and recorded during routine performance review discussions.

School Minibuses

- The LEA guidelines on the operation and maintenance of school minibuses are followed.
- The H&S Officer ensures that the legal requirements relating to the minibuses are fulfilled, such as Insurance, Road Tax, MOT test, Records of Routine checks etc.
- All staff who drive the minibuses have undertaken the approved driving tests and driver assessments and records are maintained.
- An approved drivers list is maintained by the H&S Officer which is updated regularly.
- Roadside assistance is provided in case of breakdown emergencies.

Child Protection

- The current county council guidance is followed and is supported by a specific school policy.
- A Senior Designated Person has been appointed, whose responsibility it is to ensure that all safeguarding issues raised in school are effectively responded to, recorded and referred to the appropriate agency.
- All staff obtain safeguarding training at least every 3 years and new staff receive Induction training when they first arrive.
- Every interview panel will have at least one member of staff who has received Safer Recruitment and Selection online training.

Supporting Pupils with Medical Needs

- The latest County Council guidelines on supporting children's medical needs have been adopted.
- Parents are asked to update students' medical information annually and if necessary provide a care plan.

Premises Security

- The school follows current Suffolk County Council guidance for premises security and visitor safety.
- Suitable arrangements are in place to ensure adequate supervision exists when visitors (including parents and children who are not pupils of the school) are present on site. This includes signing in, vehicle registration, visitors' badges and being escorted around the building.
- The school is equipped with an intruder alarm, CCTV on main entrances and many other areas of the building, access control and has security lighting on external areas.

Contractors on Site

- All contractors are required to report to Reception on their arrival, sign in the contractors' book, familiarise themselves with the Site Safety Rules, Contractors' Code of Conduct and Safeguarding information and sign the asbestos form if appropriate. All contractors will display ID Badges and/or a visitor's pass.
- Contractors making deliveries to site are informed of the times to avoid. Vehicles which arrive during peak times will either be asked to wait, return or will be assisted by site staff.
- Staff will be informed of any restricted areas during building works. Signage will be used to make staff, students and any other persons using the school aware of any restricted areas. Staff such as cleaners, sports centre staff, etc, will be informed of any new access restrictions by the Facilities Manager. The school will make provision for any staff that have either visual or hearing problems.
 - The Facilities Manager will be responsible for monitoring contractors' safety performance in order to prevent danger to people other than the contractor's staff; including checking the contractor's site is adequately fenced, materials are stored reasonably safely, and that the contractor is behaving reasonably safely in respect of his/her own staff.

Lettings

- An electronic booking system is maintained by the Caretaking and sports centre staff detailing rooms that are used and what activities are taking place in them. These rooms are inspected twice per term by the Sports Centre Manager to ensure that they are in a suitable condition
- Set conditions of hire and additional security measures are in place including fire related lettings guidance. This is set out in the lettings policy and agreement.
- The hirer must be aware that they cannot rely on the school's risk assessments for the activities carried out during the letting.
- The school displays fire evacuation notices to cover appropriate emergency procedures for all times of the day.
- The school provides health, safety and security information about premises and equipment to anyone making a booking.

Radioactive Sources

- The Head of Science ensures we are registered with the Health & Safety Executive (HSE) as required by the Ionising Radiation Regulations 2017.
- The Science Department has Radioactive sources within its control for educational purposes. These are controlled under stringent conditions following SCC policy.
- The teacher in charge of Radioactive sources has received suitable and adequate training to fulfil this role.
- No unauthorised person will attempt to access the radioactive sources or handle them.