



Campion School

Health and Safety Policy

Dated: January 2017 (adopted via Governors Resources Committee 24/1/2017)
Review (as required) or by Jan 2018

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SCHOOL POLICY FOR HEALTH AND SAFETY

PART 1 THE POLICY

1.1 INTRODUCTION

This document has been prepared in accordance with the Health and Safety at Work Act 1974, and supports the Education Department Health and Safety Policy Statement. It is based on the Model Health and Safety Policy issued by the LA.

1.2 THE SCHOOL POLICY STATEMENT

Within our school we aim to meet all of the requirements set out in the Campion Health and Safety Policy. We will demonstrate our commitment to health, safety, welfare and wellbeing by recognising that effective health and safety management is equally as important as our other school objectives.

Through this statement of intent and the implementation of our School Health and Safety Arrangements we will ensure that we are meeting the policy aims, objectives and requirements. We will actively strive for continual health and safety improvement by complying with the policy and by working in consultation with managers, employees and other partners. We will achieve this by:

- Considering health and safety within our school planning activities.
- Establishing a proactive and positive health and safety culture.
- Encouraging ownership and responsibility at all levels.
- Ensuring that the policies and standards are complied with by having school, or department specific procedures, documents, safe systems of work and arrangements that ensures the implementation of health and safety locally.
- Assessing and eliminating, reducing or managing the risks that arise out of activities, processes and operations through the risk assessment process.
- Monitoring our school health and safety performance by reviewing arrangements and analysing accident trends to identify areas for improvement.
- Ensuring that health and safety is considered as part of our performance management and employee appraisal and supervision process.
- Ensuring that all employees within the school are made aware of this statement of intent, our Health and Safety Policy and our associated arrangements.

_____ Mr Bob Crowther _____

_____ Mr Jassa Panesar _____

Chair of Governors

Headteacher

Date: ___24 January 2017_____

Date: ___24 January 2017_____

Review Date: _January 2018_____

1.3 LOCATION OF THE POLICY

The school's policy, with other health and safety information, shall be kept in the health and safety folders located in the Business Manager's Office. A copy can also be viewed on the "Q" drive at all times. This copy should be regarded as the most up-to-date version.

The school will tell all members of staff about this information, its location and contents, except for personal and/or confidential matters which will be held by the Headteacher.

PART 2 ORGANISATION

2.1 WHO IS RESPONSIBLE?

The Health and Safety at Work Act 1974, requires trustees, elected members, managers and employees according to their particular roles, to take the initiative on certain matters.

The school will use its established lines of responsibility and organisation to authorise and give executive direction to its policy for health and safety. Specific responsibilities cannot be evaded by delegation to others.

The day to day responsibility for Health and Safety matters in school shall be the Headteacher's. More detailed responsibilities are set out below.

2.2 RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Meeting the increased health and safety responsibilities given to the Board of Trustees as a result of the Academies Act 2010 requires substantial care and attention.

The Board of Trustees accept responsibility for the establishment, monitoring and review of all school level health and safety policies.

The Board of Trustees aim to provide a safe and healthy environment for teaching and non-teaching staff, pupils and visitors to the school. The Board of Trustees recognise that policies alone cannot prevent accidents or ensure safe and healthy working conditions. Only good working practice will ensure safety. All staff, must appreciate that their own safety, and that of all in the school, depends on their individual conduct as well as this policy.

2.3 RESPONSIBILITIES OF THE MEMBERS / GOVERNING BODY

The School Governors and Elected Members will:

- (a) Ensure that all resourcing decisions take into account health and safety matters.
- (b) Delegate to the Headteacher a contingency budget to cover health and safety matters as appropriate to the school's scheme of internal delegation.
- (c) Ensure that job descriptions of new staff include general and specific responsibilities (where relevant) relating to health and safety.
- (d) Together with the Headteacher or named responsible person, ensure that pupils and their staff have suitable health and safety provision.
- (e) Ensure that safety standards for purchased goods and equipment are met.
- (f) Ensure that procedures exist for checking that items offered for sale by the school are safe.
- (g) Together with the Headteacher ensure that approved school journeys are arranged and supervised in a correct and safe manner.
- (h) Ensure that the school has appropriate monitoring systems.
- (i) Arrange for a school site health and safety committee to be established, on request from Safety Representatives and/or staff

2.4 EMPLOYER'S LIABILITY

The Board of Trustees / Governing Body must ensure that the school is adequately insured against Employer's Liability claims.

2.5 RESPONSIBILITIES OF ALL EMPLOYEES

The Health and Safety at Work Act 1974 states:

'It shall be the duty of every employee while at work:

- * to take reasonable care for the health and safety of herself/himself and of any other persons who may be affected by her/his acts or omissions at work, and
- * as regards any duty or requirement imposed on her/his employer or any other person by or under any of the relevant statutory provisions, to co-operate with her/him so far as it is necessary to enable that duty or requirement to be performed or complied with'.

The Act also states:

'No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.'

To observe the laws and carry out the responsibilities to pupils and other visitors to the school, all employees are expected to:

- (a) Know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- (b) Observe standards of dress consistent with safety and/or hygiene.

- (c) Keep good standards of hygiene and cleanliness.
- (d) Know and apply the emergency procedures in respect of fire and first aid.
- (e) Not wilfully misuse, neglect or interfere with things provided for his/her own safety and/or the safety of others.
- (f) Co-operate with other employees in promoting improved health and safety measures.
- (g) Co-operate with any appointed safety representative and the enforcement officer of the Health and Safety Executive or the Public Health Authority.
- (h) Report any hazard or malfunction in accordance with school procedure.
- (i) Follow all instructions, written or verbal, designed to ensure personal safety and the safety of others.
- (j) Conduct themselves in an orderly manner and refrain from any form of inappropriate behaviour.
- (k) Use the provided safety equipment and/or protective clothing.
- (l) Avoid improvisation in any form which could create unnecessary risks to health and safety.
- (m) Maintain, or ensure safe maintenance, of tools and equipment, reporting any defect in accordance with school procedure.
- (n) Attend training courses to further the needs of health and safety as required.
- (o) Report all accidents, assaults and "near misses" in accordance with school procedures whether injury is sustained or not.

2.6 RESPONSIBILITIES OF THE HEADTEACHER

The Headteacher is the person initially and ultimately responsible to the Health and Safety Executive (HSE) for achieving the objectives of the Health and Safety policy in the school.

The Headteacher shall:

- (a) Ensure that the school meets as far as is reasonably practicable, the requirements of health and safety legislation.
- (b) Ensure that all staff know, accept and are trained to discharge their responsibilities regarding health and safety.
- (c) Ensure staff and pupils comply with agreed procedures.
- (d) Advise the Board of Trustees on the resources and action required to meet statutory requirements.
- (e) Liaise on a termly basis with the Board of Trustees on health and safety matters in the school.
- (f) Encourage and promote a positive health and safety culture in the school.

2.7 RESPONSIBILITIES OF THE BUSINESS MANAGER

- (a) Be the focal point for day to day references of health and safety and give advice or indicate sources of advice.
- (b) Co-ordinate the implementation of the approved safety procedures in the school.
- (c) Establish and maintain suitable health and safety programmes to eliminate accident potential so far as is reasonably practicable.
- (d) Receive health and safety guidance and establish procedures to disseminate safety information concerning the school to all employees including temporary/supply staff.
- (e) Ensure that, before introducing any change which may affect the health and safety of employees at work, there is adequate consultation with the Board of Trustees, appropriate specialist support staff and employees' Safety Representatives.
- (f) Ensure that Safety Representatives, where appointed under statutory regulations, can effectively carry out the duties required by those regulations.
- (g) Ensure that accidents and hazards are:
 - recorded,
 - reported as appropriate to the HSE
 - reported to the specialist school staff who offer support and guidance to the school
 - followed by appropriate remedial action.
- (h) Ensure that the advice of appropriate external specialist school staff is sought to assist or clarify any health and safety matter.
- (i) Regularly make, or arrange for, an inspection of premises, places of work and working practices.
- (j) Ensure that:
 - i) recommendations or reports presented to the establishment by specialist support staff and other external organisations, e.g. the Health and Safety Executive, are communicated to the school's management structure and to the relevant Safety Representatives;
 - ii) such reports are followed up so that the required action or policy decisions are taken.
- (k) Ensure that proper concern is shown for the health and safety of everyone at the school who is not an employee, including students, pupils, visitors, etc.
- (l) Ensure that workers at the school and hirers of the facilities undertake to conduct themselves according to the statutory requirements and safety procedures so that no one is put at risk.
- (m) Ensure that:
 - i) all fire fighting and fire prevention equipment and facilities are maintained to the required standard, keep appropriate records and make employees familiar with the operation of such equipment;
 - ii) conduct regular evacuation drills at least once per term, test fire alarms fortnightly and make all employees and persons using the school aware of the emergency procedure;
 - iii) keep clear of obstruction all fire escape doors, alarm call points, and escape routes at all times and check that escape doors can be readily opened from the inside.

- (n) Ensure adequate first aid cover is provided in accordance with guidelines' issued by the Department for Education. This guidance is available at <http://www.education.gov.uk/schools/pupilsupport/pastoralcare/health/firstaid>
- (o) Ensure that all approved items of first aid equipment are available under the control of a responsible person or trained first aider, and that all employees know where they are.
- (p) Review as necessary, and make recommendations for improving the procedures on:
 - i) providing first aid in the school
 - ii) the emergency procedures
 - iii) all health and safety procedures.
- (q) Take appropriate action when any hazard is reported to him/her and stop any practices or the use of any plant, tools, equipment, machinery, etc. he/she considers to be unsafe until he/she is satisfied they are safe.
- (r) Maintain contact with, and seek advice from, appropriate agencies. NB. Advice can be sought via the school's WES Safety and Premises subscription and the school's dedicated WES H&S adviser at all times.
- (s) Ensure all statutory registers are maintained.
- (t) Ensure the maintenance of and safe access to and from the site.
- (u) Ensure that so far as is reasonably practicable, no plant, equipment or process under the school's control pollutes the atmosphere.
- (v) Create reports, feedback and advise elected members and/or governors of the school each half-term on issues with regard to H&S and site maintenance at an appropriate committee meeting.
- (w) Ensure that relevant risk assessments are reviewed, performed, any results recorded and any necessary action taken. Ensure that risk assessments are made available to all staff at all times for reference and use.

2.8 RESPONSIBILITIES OF POST-HOLDERS

Under the direction of their line-managers, post holders are responsible for the detailed adoption of the school's policy and they shall:

- (a) Be directly responsible to the Headteacher for the implementation of existing policies and safety measures, regulations and procedures within that department/area of work. They should follow the advice or instructions given by the DfE, the Headteacher or other suitable adviser including the relevant parts of this statement.
 - (b) Ensure that all persons reporting to them know, accept and discharge their responsibilities under the school's Health and Safety policy.
 - (c) Ensure that the areas for which they are responsible are maintained to high standards, carry out a regular safety inspection of the areas and activities for which they are responsible and, where necessary submit a report to the Headteacher/Business Manager
 - (d) Ensure that they draw the attention of the line manager to any breach of statutory regulations or Departmental procedures which cannot be dealt with.
 - (e) Ensure that they report and investigate all accidents, assaults and near misses occurring within their areas of work, in accordance with the school's procedure.
 - (f) Ensure that they make available in a safe condition all necessary plant, tools and equipment.
 - (g) Ensure they maintain safe access to and egress from their places of work.
 - (h) Ensure the necessary protective clothing or equipment is issued and used in their areas.
 - (i) Ensure that so far as is reasonably practicable, no plant, equipment or process under their control pollutes the atmosphere.
 - (j) Where necessary seek the appropriate Health and Safety advice of the relevant adviser.
 - (k) Establish and maintain safe working procedures including arranging to ensure, as far as is reasonably practicable, the safety and absence of risks when using, handling, storing and transporting articles and substances, (e.g. chemicals, boiling water, guillotines).
 - (l) Resolve, promptly, any health and safety problem referred to them by a member of staff or pupil and refer any of these problems, for which they cannot achieve a satisfactory solution within their resources, to the Business Manager.
 - (m) Ensure, as far as is reasonably practicable, they provide sufficient information, instruction, training and supervision to enable other employees and pupils to avoid hazards and contribute positively to their own safety and health.
 - (n) Recommend to the Business Manager improvements to safety procedures, practices and equipment including additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
 - (o) Ensure that all donated equipment is safe for use, if necessary seeking specialist advice. NB. Electrical items, if not brand new, should be PAT tested before using on the school site.
 - (p) Ensure that relevant risk assessments are reviewed, performed, any results recorded and any necessary action taken.
- N.B. The Head of Department and/or external professional tutor will make sure that student and supply teachers are aware of their responsibilities as these rules apply to them also.

2.9 RESPONSIBILITIES OF CLASS TEACHERS

The class teacher is responsible for the safety of pupils in classrooms, laboratories and workshops; teachers have traditionally carried this responsibility.

If for any reason, e.g. the condition or locations of equipment, the physical state of the room or in the splitting of a class for practical work, a teacher considers she/he cannot accept this responsibility, she/he should discuss the matter with the Head of Department/Business Manager before allowing work to take place.

Class teachers are expected to:

- (a) Set a good example by adopting good health and safety practices, and procedures.
- (b) Supervise the pupils and ensure that they know the emergency procedures in respect of fire, first aid and any special safety measures for the teaching area/activity.
- (c) Give clear instructions and warning as often as necessary (notices, handouts etc. are not enough).
- (d) Ensure that pupils' bags, coats etc. are safely stored, and good housekeeping is maintained.
- (e) Include all relevant aspects of safety in the curriculum, if necessary in special lessons.
- (f) Request/obtain protective clothing, guards, special safe working procedures, etc. where necessary and ensure their use.
- (g) Make teaching assistants / parents / volunteers / other classroom visitors aware of safety procedures in the classroom / work area.
- (h) Recommend to the Head of department / Business Manager, improvements to safety equipment and additions or improvements to plant, tools, equipment or machinery which are dangerous or potentially so.
- (i) Ensure that relevant risk assessments are performed, any results recorded and any necessary action taken.

2.10 RESPONSIBILITIES OF VISITORS / VOLUNTEERS / HIRERS

Visitors and other users of the premises are required to observe the safety rules of the school. The Headteacher/Business Manager/Senior Leader will ensure that visitors are informed of health and safety matters which may affect them during their visit.

Parents helping out in school must be made aware of the health and safety arrangements applicable to them by the teacher/staff member to whom they are assigned.

Groups of people who regularly hire the premises will be issued with Health and Safety guidelines drawing attention to safety procedures and potential hazards as required.

2.11 SCHOOL RULES CONCERNING PUPILS

Parents and guardians are requested to encourage their children, who are pupils at this school, to:

- (a) Conduct themselves in a manner which is considerate to their own safety and the safety of others.
- (b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear and other items considered dangerous).
- (c) Observe all the safety rules of the school and in particular the instructions staff give in an emergency.
- (d) Not wilfully misuse, neglect or interfere with equipment provided for their safety.

The school rules will make all pupils and parents aware of the contents of this section.

2.12 HEALTH AND SAFETY REPRESENTATIVES

Safety representatives are nominated/appointed by the Trade Unions.

- (a) The functions of safety representatives are to:
 - (i) investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and examine the cause of accidents at the workplace.
 - (ii) investigate complaints by any employee they represent relating to that employee's health, safety or welfare at work.
 - (iii) make representations to the employer on matters arising out of (i) and (ii) above.
 - (iv) make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace.
 - (v) carry out inspections.
 - (vi) represent the employees he/she is appointed to represent in consultations at the workplace with the employer and with Inspectors of the HSE and any other enforcing authority.
 - (vii) receive information from Inspectors in accordance with Section 28 (8) of the Health and Safety at Work Act 1974.
 - (vii) attend agenda items relating to H&S at meetings where this is a responsibility of the committee, in the capacity of safety representative and in connection with any of the above functions.
- (b) Legal Responsibilities:
 - (i) Safety Representatives have no additional duties other than those of all employees, as laid down in section 7 and 8 of the Health and Safety at Work Act 1974. They do not carry legal liability for either their activities or omissions as a safety representative.

PART 3 ARRANGEMENTS

The arrangements and procedures laid down in this section of the Health and Safety Policy have been devised in order to assist those responsible to meet their duties as laid down in the preceding section. Further Health and Safety information containing more detailed arrangements is available from the Business Manager and/or Head of Department as appropriate, and where available is an extension to this part of our policy document.

3.1 Defect Reporting Procedures

The Board of Trustees will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher/Business Manager, and that any necessary alterations to working practices and procedures are implemented.

The arrangements for reporting defects on a day to day basis are set out in this section.

- 3.1.1 Any member of the school staff who discovers a minor defect shall report the defect using the 'Minor Fault Reporting Logbook' stored in the Staffroom. This logbook is checked daily by the caretaking and site maintenance staff. Faults are rectified as soon as possible with any necessary securing of areas, where applicable, undertaken until remedial work is completed.
- 3.1.2 Any major defects or larger concerns should be reported directly to the Business Manager, or in his absence, the Premises and Maintenance Manager, who will prioritise and deal with faults as appropriate.
- 3.1.3 In the event of very minor / temporary defects e.g. spillages of liquids in the corridor etc. these should be reported to the main school reception immediately who will action the duty caretaker by radio.
- 3.1.4 If any defect is likely to affect the 'normal' running of the school the Business Manager will inform the Headteacher and the Chair of Governors immediately.

3.2 Monitoring Arrangements

- 3.2.1 The Board of Trustees / governing body recognises the importance of monitoring health and safety matters.

Monitoring will be carried out in a number of ways:

NB. The school purchases, through annual subscription, the Warwickshire Education Services (WES) Safety and Premises Service, who supply advice, guidance, conduct inspections and provide information on all health and safety issues.

- (a) The Board of Trustees and/or governors of the Resources Committee (given the responsibility of review of H&S) will receive regular reports on:
 - accidents / incidents
 - results of internal or external health and safety inspections
 - internal, termly, H&S governor led inspections of facilities / H&S policy / documentation and procedures
 - maintenance reports
 - complaints, hazards and defect reports

- reviews of any procedures carried out by the Headteacher/Business Manager
 - (b) The Headteacher shall provide such reports as required by the governing body as part of his/her management of the school.
 - (c) Safety Representatives, as appointed by staff, shall be allowed time to inspect/monitor the school and report any issues to the Headteacher.
 - (d) The periodic review of risk assessments.
- 3.2.2 To help with any associated process, the Board of Trustees/Headteacher will ensure that all reasonable inspection facilities and information are provided on request to Inspectors of the Health and Safety Executive and any other bona fide health and safety officials.

3.3 Health and Safety Dissemination Procedure

Information and instructions on health and safety matters are available/given to teaching and non-teaching staff, pupils and visitors as follows:-

3.3.1 Staff

- (a) All new staff are informed about Health and Safety procedures in use in the school, the location of relevant information and their roles and responsibilities as part of their induction process
- (b) A copy of all relevant documentation is kept in the Business Manager's office and also in electronic form on the "Q" drive and is available to staff at all times
- (c) New documentation arriving at the school will be copied. The original will be held on file and the copy circulated to appropriate staff. After circulation the document will be put in the school's health and safety folders referred to in (b) above. Any circulation form will be kept on file with the document.
- (d) The Headteacher / Business Manager will determine the circulation of each document before the document is put into the health and safety files. (See Appendix 1)
- (e) Notices are published on a regular basis on the weekly staff bulletin drawing the attention of staff to their responsibilities under Health and Safety legislation and the procedures to be followed including First Aid, Accidents, Fire policy etc. This acts as a timely reminder and assists the dissemination of new or revised policy or procedure.
- (f) Regular briefing meeting announcements/reminders are given by the Business Manager in relation to H&S practice and procedures. These notices are recorded and sent in written form via email to ALL staff the same working day.

3.3.2 Pupils

It will be the responsibility of teaching staff to ensure that pupils are made aware of existing and new health and safety information. This responsibility will be split between the class teachers, (general health and safety arrangements), and staff with a specialism (curriculum determined arrangements).

3.3.3 Visitors

The Headteacher/Business Manager shall ensure that visitors are informed of any health and safety arrangements which may affect them during their visit. Visitors are given a H&S information leaflet on arrival at the main school reception which covers some basic information in relation to all of the main areas of H&S related procedures in operation on our site.

3.4 Accident reporting and monitoring procedures

All minor accidents that occur on the site should be recorded in the school accident / First Aid logbook. Where necessary, parents/guardians are notified of the accident using the "Securiguard" system and by telephone call direct.

In the case of a serious accident a member of the Senior Leadership Team (SLT) is to be informed as soon as possible, and immediate action should be taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses). The HSE are to be informed in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013 using the on-line reporting system at <http://www.hse.gov.uk/riddor/index.htm>

In the event that death occurs as a result of an accident the accident scene is to be secured to enable H&S inspectors and/or the police to carry out a full investigation

3.5 First aid

- In the event of a person on site requiring first aid, contact should be made with the main school reception in the first instance who hold the rota of duty first aiders and will request his/her attendance to give appropriate treatment / advice
- First Aid staff will record all incidents of First Aid (including treatment/advice given) in the accident / first aid logbook and will call home to advise parents / guardians of any incident and/or treatment given as appropriate.
- Only those members of staff who have received first aid training should administer first aid. Trained staff are required to undertake refresher training every three years. A complete list of these personnel is kept in the main office / Business Managers Office / Medical Room.
- First aid kits are kept in the following locations:
 - The Medical Room
 - The Science Technician's Prep Room
 - The CDT office

These kits will be checked and replenished by the senior first aider on request.

- NB. An AED (Automated External Defibrillator) is available for use in an emergency situation and is located in the General Office at all times.

3.6 Medication

Medication is not to be administered by any member of staff without permission from a parent or guardian. The school's policy is that only staff employed in the Student Support or General Office should administer medication and only after contacting a parent or guardian or with prior written parental permission to do so. All medication issued should be recorded in the 'Medication Log' held within each office. In addition, senior SEN staff administer medication to pupils, with prior parental consent, where there is a need to administer it daily. Medication is kept within a locked cabinet and is signed for when administered.

3.7 Smoking

Smoking is not permitted anywhere on the site with the exception of the resident caretaker's bungalow

3.8 Welfare

- Pupils and staff giving any cause for concern are identified to the Headteacher as necessary and an appropriate action plan is formulated to assist with any problems. It may be suggested that the staff member or student benefit from a period of counselling or additional external support and referred appropriately.
- Immediately a member of staff or a student notifies the school that they are pregnant a risk assessment is carried out and action taken to minimise any risk. This risk assessment is updated as the pregnancy proceeds if appropriate.
- A staff room and separate work room are provided for the use of staff. Limited catering facilities are provided and food is available for purchase from the refectory at break and lunch time. Drinking water is provided in the main staffroom.

3.9 Stress

- A risk assessment has been carried out and is available either on the "Q" drive in the Health & Safety folder or in hard copy from the Business Manager.
- Management of absence plays an important part in managing stress since absence of an individual increases stress on colleagues. Return to work interviews are used as a matter of course to ascertain whether working conditions are leading to an increased incidence of absence.
- Serious incident records are maintained by the head of Pastoral Care. These include records of physical or verbal abuse toward staff.

3.10 Fire precautions

- The school policy on action to prevent fire and action to be taken in the event of a fire or the fire alarm sounding are laid out in the Fire Safety Policy and Procedures which may be found on the "Q" drive in the Health & Safety folder or a hard copy is available from the Business Manager.
- All staff are issued with a revised copy of the Fire Safety Policy and Procedures at least annually (or as required if updated) and as part of any new staff induction process by the Business Manager

3.11 Electricity at work

- All wiring and electrical installations are checked every five years by a suitably qualified electrical engineer.
- All portable electrical appliances are checked on an annual basis by a suitably qualified engineer. Records of these tests are kept in the Business Manager's office.
- All electrical equipment that is brought on to the premises is to be checked prior to use by a suitably qualified person.
- Any item found to be defective is to be removed from use until it has been repaired or replaced.
- Stage lighting is to be checked annually by a suitably qualified person. Results of the check are to be recorded and stored in the Business Manager's office.

3.12 Control of Substances Hazardous to Health (COSHH) Regulations 2002

- Prior to the use of a new chemical within the school a basic risk assessment should be carried out. This should consider the use of less hazardous alternative substances.
- Any department which may need to use products controlled under the COSHH regulations are to ensure that COSHH files are maintained and that staff who need to use the products are aware of the location of the COSHH file and where the associated data sheets are kept.
- Personal Protective Equipment (PPE) is to be used if necessary
- Substances covered by COSHH regulations are not to be decanted into, or stored in, unmarked containers.
- Any substance covered by COSHH regulations, which is no longer required, is to be correctly disposed of in accordance with the relevant data sheet.
- All substances which are covered by COSHH regulations are to be stored in a locked room /cupboard when not in use.
- Safety information (data) sheets are to be available for any substance covered by the COSHH regulations. These sheets are to be held in the relevant departments with copies held in the Business Managers office.

3.13 Access equipment

- All access equipment is to be inspected annually by a suitably qualified person and the reports are to be filed and held by the Business Manager.
- Scaffold towers are only to be used by staff trained in their use. Students are not permitted to climb the scaffold tower. When the tower is in use hard hats are to be worn by all personnel in the immediate area of the tower. Harnesses are to be worn by all staff using the tower.
- The scaffold tower must only be erected under the direction of someone who has been properly trained to do so.

3.14 Risk assessments

- Risk assessments have been carried out for the majority of day to day activities of the school. As new activities take place a risk assessment is carried out as necessary. Risk assessments are available on the “Q” drive or in hard copy from the Business Manager at all times.
- Risk assessments are reviewed annually / as required in consultation with relevant managers / users.
- Off-site visits are assessed on an individual basis.

3.15 Manual handling

- A range of trucks and barrows are provided to assist in moving heavy loads. Caretaking assistance should be sought when moving heavy loads and use must be made of the appropriate equipment.
- Training is to be provided for staff required to move heavy loads during the course of their normal duties
- Manual handling assessments may be carried out by the Caretaker and are available for inspection as required.
- A risk assessment has been conducted for Manual Handling and is reviewed annually or as necessary.

3.16 Educational visits / off-site activities

- All educational visits and off site activities are to be cleared through the schools Educational Visits Co-ordinator (EVC) and are to be conducted in accordance with the WCC Education Department’s guidelines a copy of which may be obtained from the EVC
- Notification of proposed visits should be made to the EVC in writing not less than three months before the proposed visit if the visit is residential and ideally giving 4 weeks notice if the visit will be completed in one day.
- A separate risk assessment must be carried out for every off-site activity and recorded in writing

3.17 Lifting equipment (including lifts and hoists)

- All lifting equipment is to be tested regularly under arrangements made by WES Safety and Premises or WES Property Services as appropriate. The school subscribes to an annual engineering service contract schedule with WES.
- Staff who are required to use hoists and lifting equipment are to be trained by the supplier of the equipment / relevant training provider before use.

3.18 Minibus

- The school minibus is only to be driven by persons who have passed the relevant driving test conducted by a recognised MiDAS training provider and who holds an appropriate licence.
- A list of trained minibus drivers is held by the Business Manager. No other member of staff / visitors should drive the minibus.
- The driving test is valid for four years and must be renewed after this time.
- All approved drivers are issued with a copy of the school's 'Vehicles Policy'. The information contained within this policy should be followed at all times taking care to note all advice, legislation and guidance contained within it.
- Reference should be made to the DfE Code of Practice / MiDAS guidance relating to Minibus Safety for further details. A copy of these publications may be obtained from the Business Manager.

3.19 Work experience pupils

- Work experience placements are chosen by pupils with assistance from staff. The school uses the expertise of its own careers lead for advice, guidance and support with placements. The school follows WCC guidance and model policy. Placement locations are checked against a list of 'approved employers' held and updated by the schools own careers lead. Individual placement employers complete a 'Work Experience Risk Assessment' which is initiated by the school prior to a pupil attending a placement.

3.20 PE equipment

- PE equipment is to be inspected annually and any equipment found to be defective is to be taken out of use immediately. If appropriate, suitable replacement / repair should be considered.
- If faults develop between inspections the equipment is to be taken out of use until it can be inspected by an appropriately qualified person and replaced or repaired.

3.21 Pond

- The pond in the school courtyard garden is of such a size and is protected by a sub surface grid that it is considered to be of low risk
- The pond situated within the school's nature reserve is locked securely behind a large fence. Access is only granted to staff who have read and understand the schools Risk Assessment of 'Ponds and Nature Reserves'.

3.22 Sports pitches / playing fields

- The sports pitches and playing fields are maintained under contract by an approved contractor. Any issues affecting Health & Safety should be reported to the Business Manager.
- It is not always possible to prevent the fouling of the playing fields by animals. Prior to any activity taking place a visual inspection should be carried out by the person in charge of the activity. If any fouling is found this should be reported immediately to the duty caretaker who will remove it
- Any person seen exercising dogs are to be approached and asked to refrain from the practice.

3.23 Contractors and visitors

- All contractors and visitors are to sign in at reception. Even if they carry an official ID badge eg one issued by WCC they are to be given a temporary visitors pass. All visitors on site who are not displaying a visible means of school ID are to be challenged by staff and escorted to reception where they can be signed in.
- All visitors and contractors who are likely to be on site for more than an hour or who are not going to be accompanied by a member of staff at all times are to be issued with the "Campion School Health and Safety Information for Visitors" leaflet by reception staff.
- Contractors who are on site to work on the fabric of the building are to be made aware of the fact that asbestos may be present in the area in which they are working. Their attention is to be drawn to the information available about asbestos on the ATLAS system by the Business Manager.

3.24 Managing contractors

- HSE guidance on managing contractors is available at <http://www.hse.gov.uk/pubns/books/hsg159.htm>
- Contractors on site should report to the Business Manager and/or the Premises and Maintenance Manager and/or the duty caretaker before any work commences on site.

3.25 Display screen equipment (DSE)

- Written risk assessments are to be made for all users where appropriate.
- Staff who experience medical conditions which might be associated with the use of DSE are to report this fact to the Business Manager so steps can be taken to minimise the risk of long term damage. If necessary medical attention or advice must be sought from the WCC occupational health department.
- School will pay for suitable eye tests for regular users of DSE. Please see the Business Manager for further details.

3.26 Asbestos

- Asbestos is present in many areas of the school. Prior to any work which may give rise to the disturbance of asbestos fibres permission is to be sought from the Business Manager. If appropriate the Business Manager is to commission a project specific survey prior to the commencement of any work.
- An annual Asbestos Management Survey will be conducted by a suitably qualified surveyor and the schools Asbestos Register (via ATLAS) updated accordingly. The Asbestos register is accessible online at all times. For access to this information please see the Business Manager.
- Any remedial work which is identified as being necessary as part of the annual Asbestos Management Survey (or at other times) will be commissioned taking advice from external specialist contractors. Records of all Asbestos related remedial work will be maintained on the school site and the schools Asbestos Register updated accordingly.
- Advice is available from WES Safety and Premises and The Control of Asbestos at Work Regulations 2012.
- If asbestos has to be removed or encapsulated prior to any work being conducted a suitably approved contractor must be appointed to carry out this work.
- Staff are advised generally on the presence of Asbestos on site and sensible precautions to take during daily practice and duties. Guidance is issued annually, in writing and verbally by the Business Manager to staff as a timely reminder of best practice in relation to asbestos awareness, policy and procedures.

3.27 Gritting

- If severe cold weather occurs overnight (frost, ice or snow) the duty caretaker / premises manager is to ensure that the walkways and roads within the school area are gritted adequately using the gritting equipment provided.
- A Gritting Policy, priority plan and risk assessment are available from the Business Manager and is also available on the schools Q: drive at all times.

3.28 Working at Height

- Permission to work at height is to be sought from the Business Manager prior to commencing any work.
- Guidance on working at height is available in hard copy from the Business Manager.
- The appropriate use of access equipment is to be made at all times. Standing on chairs or tables to put up displays etc is not permitted.
- If a ladder is to be used it must be properly secured or "footed" by a responsible adult.
- Working at height is not to be undertaken in wet, windy or icy conditions.
- Staff should not conduct any work at height when working alone.
- Staff who work at height are trained to do so and follow advice and guidance given.
- A risk assessment for working at height is available and should be followed at all times. This is available at all times on the schools Q: drive or in hard copy in the Business Managers office.

3.29 Lone working

- A risk assessment for lone working is available and should be followed at all times. This is available on the schools Q: drive or in hard copy in the Business Managers office at all times.
- Staff are advised to ensure that somebody knows where they are working and what time they are expected to be leaving the site.
- Cleaning staff colleagues are required to sign in and out of their shift using the appropriate logbook. These logs are checked at the end of each shift period by the Cleaning Supervisor and additionally by the Duty Caretaker.
- Staff are to ensure that they sign in / out if they are working in the school during the holidays. A signing in / out book is kept on a table in the main reception foyer for staff / visitor use with appropriate 'reminder' signage displayed.

3.30 Control of Legionella Disease

- Refer to the WCC Legionella Policy available on the Q drive.

3.31 CCTV

- Campion School uses closed circuit television (CCTV) and the images produced to prevent or detect crime and to monitor the school buildings and grounds in order to provide a safe and secure environment for its pupils, staff and visitors, and to prevent loss or damage to school property.
- The system comprises a number of fixed and dome cameras.
- The use of CCTV is supported by the schools CCTV policy which has been written and is reviewed following a full Privacy Impact Assessment. These documents are available directly from the Business Manager with the CCTV policy available at all times on the schools Q: drive.

PART 4 OTHER PROCEDURES

The Board of Trustees, Governing Body and Headteacher have agreed that the following procedures/codes of practice shall be referred to and followed in the school:

The Management of Health and Safety at Work Regulations (MHSWR) 1999
The Fire Precautions (Workplace) Regulations 1997
The Control of Substances Hazardous to Health (COSHH) Regulations 2002
Provision and Use of Work Equipment (PUWER) Regulations 1998
The Display Screen (DS) Regulations 1992 (as amended in 2002)
The Manual Handling Operations (MHOR) 1992
Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2013
The Lifting Operations and Lifting Equipment Regulations (LOLER) 1998
The Electricity at Work Regulations (EAW) 1989
The Work at Height Regulations 2005
The Control of Asbestos at Work Regulations 2012

[Including any updated versions of the above procedures / policies as advised to the school]

APPENDICES

Appendix 1

HEALTH AND SAFETY DOCUMENTS, GUIDANCE AND INFORMATION CIRCULATION

The attached document has been adopted by the school and should be read by all staff or interested parties. The Health and Safety at Work Act requires staff to co-operate with the employer and others on safety matters and it is a policy of the Board of Trustees and/or the governing body that all health and safety guidance relevant to members of staff will be made available to and read by them.

Document:

Campion School Health and Safety Policy 2017 to 2018

(including any further advice or arrangements available as outlined and/or signposted within it)

Location:

Hard copy in the Business Managers Office / Electronic version available at all times at the following internal IT network location :

Q:/ Health and Safety / Campion Health and Safety Policy 2017 to 2018

Date of Circulation:

25 January 2017