

Queen Elizabeth High School

Health and Safety Policy *(Draft – Feb 10)*

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Introduction

The health and safety of both staff and students has always been of paramount importance in the Education Service. The Headteacher is traditionally responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities.

Since the introduction of Local Management of Schools, the Governing Body has fulfilled many of the functions of the employer and has significant responsibility for the day to day running of the school and the management of the delegated budget. Consequently, the Governors share with the LA responsibility for health and safety in the school to the extent to which they have control over the management of the school and the budget. The modern management of schools is, therefore, a well-integrated partnership between the LA and the Governing Body, with the LA providing many of the services and technical expertise required for safety matters.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy that sets out the policy of the employer with regard to health and safety, describes the management organisation responsible for implementing the policy, and details all the arrangements in force with regard to health and safety. The policy must be brought to the attention of every employee.

In order to comply with this requirement, the Children's Services Safety Policy and Safety Information Manual (LA Safety Policy) has been issued to all schools. However, due to the inevitable differences in the internal management and organisation of schools, the LA Safety Policy is:

- in parts, of a broad and general nature
- unable to provide all the detailed information required by law
- unable to describe the safety management systems and procedures adopted by different schools
- unable to provide for the Governing Body to acknowledge its responsibilities and set out its own policy and arrangements for health and safety.

In view of this, the school's own safety policy has been devised to complement that of the LA and provide those details that an LA policy cannot. The full concept of a school policy is described in Part 2.

In order to issue this policy, many members of staff have already done much work, and the Governors wish to acknowledge their appreciation of all their contributions. It is important that a regular update of the policy is carried out, so that over a number of years the policy grows into a comprehensive and up to date resource. Further contributions or suggestions from members of staff would be most welcome.

Clearly, the maintenance of a detailed policy will require a continuing commitment from staff. In return it can offer the worthwhile advantages of a clear and well

organised system of safety management, and access to clear safety information, to the benefit of everyone.

This detailed approach to safety management also plays an essential part in the Northumberland Council's approach to risk management, and will help to reduce the rapidly increasing costs of litigation that impose an unacceptable burden on the budget.

I recommend this school policy to all staff.

..... Chair of Governors

..... Date

The Concept of a School Safety Policy

The School Safety Policy is the means whereby:

- the Governing Body acknowledges its extensive role and responsibilities in the local management of the school
- the Governing Body and senior school leaders express their commitment to a high standard of safety, for both students and staff
- the staff and management organisation is clearly set out and the delegation of tasks and responsibilities required for the effective management of health and safety is clearly identified
- coordinators required to fulfil key tasks or oversee the implementation of particular pieces of legislation are identified
- the LA Safety Policy is adopted and, where relevant, additional specific details as to the safety arrangements in force in the school are set out. Where appropriate, key information is summarised, without reproducing unnecessary detail from the LA Safety Policy
- safety standards and future objectives are identified
- key reference books and other relevant texts which include adequate safety information are adopted and listed for the purpose of statutory risk assessments
- arrangements are set out for:
 - the systematic planning of health and safety objectives and, when relevant, the inclusion of such objectives in the School Development Plan
 - the monitoring of progress towards those objectives
 - the continuous assessment of needs and priorities with regard to health and safety
 - the feeding back of this information into the planning process
- a positive safety culture is fostered, in which all staff share the safety objectives identified by management, and in which all staff, at every level, contribute to the safety effort and strive to make continuous improvements
- the school demonstrates compliance with a wide range of very detailed safety legislation concerning standards, safe systems of work and systems of safety management
- via the LA, good practice in the safety management of schools can be disseminated, to the benefit of all the schools.

Statement of Policy & Mission for Health and Safety in the Federation Schools

Health and Safety at Work Act 1974

Our statement of general policy and our defined mission is to:

- ensure the health, safety and welfare of all persons in the Federation Schools
- protect pupils, staff, visitors, contractors and the general public who attend our premises/sites or who are affected by our undertakings, from risks to their health and safety which may arise from such activities
- provide the necessary resources to comply with the Health and Safety at Work Act and all associated legislation concerning health, safety and welfare
- identify potential hazards and provide adequate control of the risks arising from our work activities
- provide and maintain safe teaching facilities, plant and equipment
- ensure the safe use, handling, storage, transport and disposal of materials and substances
- provide information, instruction and supervision for employees of the Federation Schools
- ensure that all employees of the Federation Schools are competent to do their tasks, and to give them adequate training
- maintain safe and healthy learning and working conditions and ensure that the means of access to and egress from School premises are safe
- consult with our pupils and employees on matters affecting their health and safety
- prevent accidents and cases of work and study-related ill health
- monitor health and safety performance within the Federation Schools on a regular basis
- provide appropriate personal protective equipment, where necessary
- bring the approved Federation Schools' Health and Safety Policies to the attention of all pupils, employees and, as necessary, other persons affected by Schools' activities.
- Health and Safety Policies will be reviewed and revised as necessary.

Organisation

The Federation Governing Body accepts overall responsibility for all matters relating to the health, safety and welfare of every person employed in the Federation Schools, the pupils of the Schools, and for ensuring that members of the general public who may be affected by any of its activities are not thereby exposed to risks to their health or safety.

In turn, the Federation Schools' senior teachers indicated below are responsible for all matters relating to health, safety and welfare within their respective School:

Head Teacher of Queen Elizabeth High School
Head Teacher of Hexham Middle School.

All other senior staff and persons having supervisory duties are responsible for ensuring that the general intent of the health and safety policy is followed in practical terms, within their spheres of activity.

The Federation Governing Body has appointed a Link Governor with special responsibilities for promoting health and safety ('Federation Health and Safety Champion'). This role of Health and Safety Link Governor does not remove any primary responsibilities from other governors or staff of the Federation Schools. This has been established to ensure that health and safety is maintained as a key consideration during discussions within the Federation Governing Body. An Elected Member has also been nominated as a Health and Safety Champion.

All Federation Schools' employees have a duty to exercise personal care and responsibility towards themselves, pupils of the schools and others, and to co-operate with the Federation Governing Body in the execution of this policy.

Arrangements

The Federation Governing Body will take all reasonable steps to meet its responsibilities through appropriate and effective arrangements. In particular, the Federation Governing Body will strongly adhere to the professional advice, policies and practices promoted by Northumberland Council - who are the responsible employers for all staff in the Federation Schools and the owners of all premises, facilities and plant in our Schools.

Safety policies, risk assessments and safe working procedures will specify health and safety arrangements in sufficient detail to enable individual pupils and employees to promote safe and healthy learning and working practices.

The Federation Governing Body is committed to maintaining high standards of school health and safety. Progress in achieving targets for safety performance will be monitored by the Federation Governing Body on an annual basis

Safety Organisation at QEHS

Title	Name
Chair of Governors	Adrian Woolley
Vice Chair	Sandra Thompson
Governor with Safety Responsibilities	Roland Beevor
Headteacher	Neil Morrison
Business Manager and School Safety Coordinator	Susan Hope
Deputy Headteachers	Helen Bailey Andy Byers Diane Harris
Assistant Headteachers	Les Palmer James Andriot
Heads of Department	Art – Sheenagh McIntyre Technology – Jan Lambert and Michael Wilde PE – Steve Mullins Music– Martin Hoile Drama – Emily MacDonald Mathematics – Ruth Platts English - Pam Vennart Languages – Lindsay Bevan Science – Arwyn Evans, Simon Mawson and John Hartshorne, Patricia Gill Business/Enterprise and Leisure – Sharon Platt Geography – Peter Elliott History – Robin Hodnett ICT – Oliver Williams Philosophy/Religious Education – David Jones Social Sciences – Lesley Kerr Extended Services and Youth Service – Diane Harris
Learning and Guidance Co-ordinators	Year 9 – David Todd Year 10 - Emerson Brown Year 11 - Helen Pringle Year 12 – Sheila Turnbull Year 13 – Gordon Whitfield
Coordinator - COSHH	Susan Hope with Delegated Responsibility to a named person in each Department. Art – Sheena McIntyre Catering Contractor – Freddie Grassner Hotel Services – Sharon Platt/ Gill Short

	Technology – Jan Lambert/ Michael Wilde Science – Arwyn Evans Site – Brendan Murphy
Coordinator - Manual Handling	Brendan Murphy
Coordinator – Fire and Emergency	Brendan Murphy
Coordinator – First Aid	Susan Hope
Educational Visit Coordinator (EVC)	Maureen Stott
Membership of the Safety Management Team	Business Manager Governor for Health and Safety Curriculum Areas: Art Science: Physics, Chemistry, Biology CDT/Technology Technology Hotel Services PE Music and Performing Arts Drama Creative Management Services Ltd – school meals contractor Site Manager Educational Visit Co-ordinator

Headteacher

The Headteacher is responsible to both the LA and the Governors for all matters concerning the safe conduct of staff and students in the school and all its related activities. Assistance in this task is provided by the senior school staff who comprise the management team, such as Deputy Heads, Learning and Guidance Co-ordinators (LGC), Department Heads and the Site Manager, where appointed.

The Headteacher, assisted by the leadership team, is required to:

- establish a structured system of safety management, in accordance with LA guidance and the LA Safety Policy, comprising:
 - the identification of safety requirements and objectives
 - the clear identification of priorities
 - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.

- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable
- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LA guidance
- provide regular reports on significant issues and general progress to the Governing Body
- foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety. **(Ref in LA Policy: D)**

The Deputy Headteacher

The Deputy Headteacher(s) assist the Head in the day-to-day management of the school, and deputise for the Head during any period of absence.

The Assistant Headteacher

The Assistant Headteacher(s) support the Head and Deputy Head(s) in the day to day management of the school.

The Business Manager

The Business Manager assists the Headteacher in the role of Safety Co-ordinator to:

- establish a structured system of safety management, in accordance with LA guidance and the LA Safety Policy, comprising:
 - co-ordination of the school's Health and Safety Policy
 - the identification of safety requirements and objectives
 - the clear identification of priorities
 - the incorporation of safety requirements and future objectives in the development and budget planning of the school, and where appropriate, inclusion in the School Development Plan
 - the regular monitoring and review of safety performance, progress and future needs so that this information is fed back into the planning process.
 - Advise and report to the Health and Safety Management Group
- implement a system for protecting all persons on the premises, or involved in school activities, from risks which are reasonably foreseeable

- coordinate any necessary safety arrangements with any contractors working on the site
- implement such procedures as are necessary to comply with all legislation concerning health and safety, in accordance with LA guidance
- provide regular reports on significant issues and general progress to the Governing Body

Learning and Guidance Co-ordinator (LGC)

The LGC is responsible to the Headteacher for the safe management of the Year Group, in accordance with LA guidance and the LA Safety Policy, and for implementing all school procedures relating to health and safety.

The LGC will identify and clearly prioritise both the immediate and long term requirements of the Year Group, with regard to health and safety, and provide this information to the Headteacher or Business Manager so that it may be included in the normal budget planning arrangements.

The LGC will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

The LGC will assist in the fostering of a positive safety culture within their Year Group.

Head of Department (HOD)

The HOD is responsible to the Headteacher for the safe management of the subject, in accordance with LA guidance and the LA Safety Policy, and for implementing all school procedures relating to health and safety.

The HOD will identify and clearly prioritise both the immediate and long term requirements of the Department with regard to health and safety and provide this information to the Headteacher so that it may be included in the normal budget planning arrangements.

The HOD will maintain a permanent file of safety publications and guidance issued by the LA, or any other relevant bodies or professional associations, relevant to the subject concerned or relevant to his/her subject. He/she will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of all such staff, and added to the file, as appropriate.

The HOD will make appropriate arrangements for the periodic monitoring of safety standards, arrangements, and progress towards identified objectives. He/she will report the results to the Headteacher, for incorporation in the regular review of safety

matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

The HOD will assist in the fostering of a positive safety culture within his/her Subject.

Catering Contractor

(LA Ref E3)

The school engages the services of Creative Management Services Ltd. The contract document identifies the health and safety obligations of contractor. These are monitored on a regular basis by the Business Manager, the School Catering Manager and the Health and Safety Officer from Creative Management Services Ltd.

The Health and Safety Officer from Creative Management Services is a member of the Health and Safety Management Group.

Site Manager

The Site Manager is responsible to the Headteacher for the safe organisation and work of the service, and, as Head of a 'Service Department', for fulfilling all those functions listed under 'Head of Department', with respect to site and cleaning staff.

The Site Manager coordinates the fire and emergency requirements and the manual handling assessments conducted by HOD's and managers.

All Staff

Section 7 of the Health and Safety at Work Act places duties on all staff to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and to cooperate with the employer and his representatives so far as is necessary in order for the employer to fulfil any of the relevant statutory provisions.

Section 8 of the Health and Safety at Work Act makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.

Health and safety legislation requires all staff to:

- use all materials, machinery and equipment etc in accordance with the information, instruction and training which they have received
- report immediately to their line manager any defects in the equipment etc
- report immediately to their line manager any serious and immediate danger to health and safety

- report to their line manager any matter which they, taking into account their instruction and training, would reasonably consider represented a shortcoming in the protective arrangements for health and safety (it is sufficient to report a given matter once only, and not to have to repeat it)

All members of staff are responsible for:

- observing all instructions on health and safety issued by the Executive Director of Children's Services, Headteacher, Business Manager, Head of Department or any other person delegated to be responsible for a relevant aspect of safety
- observing all safety rules relating to the use of specific machinery
- reporting all accidents to their Head of Department and ensuring that an accident report form is completed
- reporting all potential hazards to health and safety to their Head of Department, Business Manager or Headteacher
- assisting Officers of the County Council in their inspections and investigations
- assisting Inspectors of the Health and Safety Executive to carry out inspections and investigations.

The Management of Health and Safety

The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in Section B of LA Safety Policy.

General Arrangements

The arrangements set out in Sections E to L of the LA Safety Policy remain in effect. The purpose of this section is to amplify those arrangements with the inclusion of specific details and, where necessary, the naming of individuals. This clearly explains how the matter in question is managed within the school. It also provides an opportunity to include individual topics which do not appear in the LA Safety Policy, so that over a period of time this section may develop into a comprehensive and valuable resource.

Over the course of time circumstances may change. It is, therefore, important that these arrangements are amended when necessary so as to remain fully up to date.

Meetings of the Health and Safety Management Group

Purpose of Meetings:

- To direct and coordinate the necessary planning for Health and Safety, and to draft the School's Safety Policy
- To review, prioritise and direct the safety initiatives arising from:
 - plans submitted by departments
 - reports concerning safety inspections, accident reports and other means of monitoring performance
 - new information or guidance received from the County Council, enforcing authorities or consultants
- To analyse and review all parts of the safety management system on an ongoing basis.

Frequency of Meetings

The frequency of meetings is one per term. Additional meetings may be held immediately after a serious incident or in the event of a major change to the schools normal activity.

Accidents

(LA Ref: F1)

Accident Procedure

- In the event of an accident any member of staff is expected to give comfort and aid to the injured person whilst ensuring that an urgent message is passed on to the first aid person using the emergency mobile telephone contact number or the lower school reception. An assessment of the injury should be made by the first aider at the earliest opportunity.

Should an ambulance be required it will be summoned from the first aid mobile telephone unless the seriousness of the injury requires immediate medical attention. In the latter case any member of staff should summon the ambulance from the nearest telephone by calling 999 and send a message to inform either the Lower School Reception or Hydro Office (depending on where ambulance is to go to) as soon as possible. If the person relaying the message to the relevant office is not the person requesting the ambulance then confirmation back to that person is required immediately.

- In the event of serious injury or ill health to a student, the parent (or emergency contact should the parent be unavailable) should be contacted immediately using the contact numbers held in SERCO and requested to collect their child to take home or to hospital, as appropriate. ***Medical treatment or advice should not be delayed if parents or emergency contacts are not available.***
- In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany him/her, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff (Named person below only) with the First Aider on Duty. Staff should be aware that hospital staff will stabilise the casualty's condition until the parents arrive and give consent to further treatment.

Office Manager

- Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.

Completion of the Accident Report Form (ACC1)

- The school's accident form should be used to record the more trivial incidents which are not recorded on form ACC1. It is important that treatment rendered by the first aider is recorded. In order to comply with the requirements of the Data Protection Act only one record per page should be completed. Each record should be detached on completion and kept in the school office.

- It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator and Headteacher should check the completed ACC1 forms and countersign them and should monitor records to identify accident trends.
- The ACC1 should be completed for all significant injuries and sent to the Health and Safety Team. It is important that the member of staff supervising at the time of the accident records the details. ***The injured person should not complete the form.*** Again, first aid treatments should be recorded. It is important that actions to prevent recurrence are always recorded on the ACC1.
- A VI form should be sent to the Health and Safety Team in the case of a violent incident. A senior member of staff, in conjunction with the member of staff involved, should complete this.

Accident Investigation

The Safety Coordinator should advise staff on the appropriate level of response.

A senior member of staff should undertake an investigation using the form ACC2 if the incident is serious, complex or one which may have serious repercussions.

In the most serious cases the school should call in a Health and Safety Officer. If appropriate, he/she will undertake a full accident investigation and will take photographs and witness statements.

Reportable Injuries

The Health and Safety Executive (HSE) Call Centre should be contacted by telephone immediately in the following circumstances:

- 'major injuries' in respect of employees
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries resulting in hospital visits for treatment in respect of students and non-employees who are injured out of or in connection with work activities'

In the case of injuries to employees resulting in over-three days' absence from work, these should be reported to the HSE within 10 days. Again, the Call Centre can be used as an alternative to sending form F2508. Office staff should undertake these tasks using information recorded on the ACC1 or VI form. The information should then be checked and countersigned by the Safety Coordinator or senior member of staff.

The HSE Call Centre number is 0845 300 9923.

The Health and Safety Management Team should receive each term a list of all accidents reported. This information will comply with the requirements of the Data Protection Act in that personal details will not be disclosed.

First Aid Arrangements (LA Ref: F3)

First aid arrangements are given below:

- The Business Manager is the first aid coordinator and ensuring that certificates remain current. The responsibility for ordering items and replenishing first aid boxes is delegated to an Administrative Assistant in the School Support Office.
- First Aid Duty Staff (up to 6pm) should be trained to the full First Aid at Work standard and staff in practical areas (PE, Science, Design & Technology) trained to at least the emergency aid for appointed person's level.

Name	First Aid at Work	Emergency Aid Appointed Person
Support Staff	✓	
Support Staff	✓	
Support Staff	✓	
Support Staff		✓
Teaching Staff	✓	
Support Staff	✓	
Teaching Staff	✓	
Support Staff	✓	
Support Staff	✓	

- A First Aid Duty Rota with the emergency contact telephone number should be displayed in each classroom (Appendix 1).
- First aid boxes should be located as detailed in Appendix 2.
- The medical room is available; supervision must be given at all times. In more serious cases the child should be transferred to the care of parents as soon as possible

Out of School Activities

All activities must receive prior approval by the Head Teacher using the form (SV1) available from the Educational Visit Coordinator (EVC). A member of staff accompanying students on visits abroad must have Emergency First Aid training.

Use of Mini-bus

A weekly procedure is in place for conducting basic safety checks to the minibus (Form MB1 – Appendix 3). A first aid box is held on the mini bus and is maintained to the minimum level required.

Prior to each journey a Driver Checklist List (Form MB2 – Appendix 4) will be issued. A Passenger List should be passed to the Lower School Support Office prior to leaving and a copy should be retained by the driver. The checklist includes basic checks before and after the journey.

All mini-bus drivers will receive MIDAS training. The staff currently holding this certificate are identified in Appendix 5.

Adult Learning, Community and Leisure Courses

The First aid Duty rota provides cover to at least Emergency Aid Appointed Person until the school closes at 10pm.

Letting of Premises

A lettings checklist (Appendix 6) requires individuals, organisations, clubs and groups to identify the first aid provision in place if not provided by the school.

Charter Restaurant and Conference Centre

First Aid at Work cover will be provided by a member of the teaching staff. For private bookings of the Conference Centre the lettings checklist will identify the level of provision. The First Aid Duty Rota should be displayed in all areas.

Health Matters

(Policy on Supporting Children with Medical Needs)

- Parents of students with medical needs should be made aware of the procedure for informing school through the school' prospectus.
- Students with medical needs should be recorded in SERCO from the Data Checking Sheets issued to all students at the beginning of the academic year. Using this information the LGC should identify any students that require a Health Care Plan. Parents should be contacted by letter and a Health Care Plan agreed. A file of Health Care Plans should be maintained in each Year Office, the Lower School Office and Hydro Office.
- Staff should only administer prescription medication with the agreement of the Headteacher and only when a parental consent form has been completed. All medication should be received in the original container with prescriber's instructions. The following information must be included:
 - Name of Child
 - The name and dose of medication
 - The frequency of administration

The medication should only be administered during school hours where this is unavoidable. Where medication needs to be stored below room temperature – this will be stored in the fridge in the MI Room and locked at all times.

- Emergency Medication such as adrenaline pens and inhalers should be readily available to students and first aiders – a cupboard in Lower School Support Office. This cupboard must never be locked during the school day.

- Staff should receive additional training before administering emergency medication such as an adrenaline pen. This should be arranged through the School Medical Service.
- All staff should know the location of students' health care plans, where they exist for more serious conditions – this information is held in each Year Office. First aiders should have a comprehensive list of a student's medical requirements – this information is accessible from the Lower school and Hydro Office. The information held should be updated at the beginning of each academic year. For mid year admission of students a check list is completed which includes Health Care Plans. **Medical input to the individual health care plans should be sought from the School Medical Service.**
- Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma and epilepsy via the School Medical Service. The school has an Epilepsy Policy (being developed).
- The school does not administer non-prescribed medicines such as paracetamol.

Building and Site Maintenance (LA Ref: E3, G3, H3, J1, J2)

- The Headteacher is in charge of the maintenance of the school site and its buildings. The Headteacher is responsible to ensure that protocols detailed in section E3 are applied when the school commissions services independently.
- The Site Manager has a responsibility for the reporting of building/site defects to the Head teacher. Appropriate action required should be arranged by Site Manager and in some cases the Property Help Desk may be utilised to rectify any problems. The telephone number (01670) 534840.
- The Site Manager is responsible for liaison with Community and Environmental Services staff and contractors in order to co-ordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 forms (Appendix 7), when required. **(LA Ref: J2)**
- A contractors' induction pack should be made available to those carrying out appropriate works. A Health and Safety Information sheet is provided to all contractors before they commence work on site (Appendix 8).

Maintenance and Testing of Equipment

With regard to the above, appropriate arrangements need to be in place and person(s) identified to ensure that:

- internal school procedures are established and followed as detailed in the Fire Log Book/Maintenance File

- liaison with the County Council and contractors takes place
- full records relating to statutory testing are maintained. These will include:
 - Annual safety tests of 240v portable electrical appliances (**LA Ref: L4**)
 - Weekly testing of the fire alarm system (**Fire Log Book**)

RCD testing will be carried out every half term and the results recorded.

Fire equipment, fire doors and emergency lighting will be checked every month.

Fire Safety and Emergencies **(Fire Log Book)**

- The Head should ensure that the fire risk assessment in section 4 of the Fire Log Book is completed for each building. Several parties should be involved in the completion of this task
- The Fire Coordinator and Health and Safety Coordinator are responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests
- Fire drills should take place each term:
 - Autumn Term – Walk Through with Staff and Students
 - Spring Term – Practice Fire Drill
 - Summer Term – Practice Fire Drill with blocked exit
- The following arrangements for fire precautions should be in place to ensure that:
 - Flammable liquids are stored in a locked metal cupboard
 - Fire doors are always closed and never wedged open
 - Waste materials are collected twice per week (this is currently being reviewed)
 - Electrical equipment not in use and where practical is isolated from the mains.
 - A Hot Works Permit (Appendix 9) is issued by the Site Manager to contractors before any work commences.

Security

- All staff must wear their photograph identification badge at all times.
- Visitors to the School
 - During the school day visitors will report to either Reception in Lower School or Hydro Office. All staff receiving visitors on the site must ensure that:
 - Visitors sign in

- Wear visitor identification badge at all times
 - Where possible escort or collect the visitor to and from office/venue
 - Visitors return the ID badge and sign out before leaving the premises
- After the school day (Monday to Thursday 4.30 – 6pm and Friday 4pm – 10pm) site staff will commence their locking up procedure. Security cameras are sited on the main entrance and corridor to Lower School and the main lobby area of the Hydro building.
 - After school day (Monday to Wednesday 6 – 10pm) duty staff will be available on reception in Lower School.
 - Contractors on site must wear, at all times, the appropriate visitor badge provided by the Site Manager during their induction. They must sign in and out at either the Lower School Reception or the Hydro Office.
- Restricted access to the staff area. Confidential information is displayed on the notice boards within the staff room. This area has keypad access from both doors. A code is issued to staff as part of their induction to the school.
 - Restricted access in buildings after school hours. The locking of buildings procedure which follows the cleaning of premises will be conducted in a manner that allows all emergency evacuation routes for Community, Adult Learning and private lettings each evening to be accessible. Site staff will receive information on rooms used each evening from the central diary in Lower School Support Office. The Hydro Building has restricted access to key fob holders only after 6.30pm.
 - Access to grounds – a warning notice should be displayed on site regarding access during hours of darkness.
 - Vehicle movement on site is not restricted at the moment but proposals are included in the School Travel Plan. The risk assessment for after school events where large numbers of people are anticipated identifies that car park attendants and additional signage will be required. The car park attendants wear high visibility jackets at all times.
 - School buses come on to the Hydro Building site at the beginning and end of school day. Senior staff control all buses departing this site at the end of the school day. Buses picking up and dropping off on Whetstone Bridge Road are monitored by senior staff. All staff involved with the supervision of students leaving by bus wear high visibility jackets.

Risk Assessment
(LA Ref: E6)

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Health and Safety Team provides further guidance and several general assessments have been issued to schools. However, most assessments are best done in light of the particular circumstances in the school, and by school staff.

With regard to teaching, in most cases identifying and adopting the relevant reference books and/or HAZCARDS, and noting any variations or special circumstances existing in the school, will be sufficient.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets. Risk assessments should be numbered for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where HAZCARDS are provided for Science chemicals). Risk assessments should be completed for all activities. Further information is contained within the COSHH section of the LA Safety Policy (**LA Ref: H1**)

The Business Manager should co-ordinate and maintain the central record of all risk assessments that identifies the date the assessment was completed and the date for review. HOD's and responsible staff will be informed when the review is required. The Health and Safety Management Group will monitor this central register of all risk assessments.

Manual Handling (LA Ref: L1)

A written assessment of all manual handling tasks likely to involve risk of injury should be produced. Wherever reasonably practicable, procedures and practices should be changed to eliminate or otherwise reduce manual handling tasks.

Display Screen Equipment (LA Ref: L2)

Staff who are using a computer workstations regularly and for a significant part of their working day should be provided with a suitable workstation, ergonomically designed to minimise the stresses and strains of this type of work. In practice this requires the provision of adjustable furniture to provide optimum support and comfort for the user and a clear screen display which is set up to avoid unwanted reflections.

A member of staff is trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.

E Safety

This area is currently being reviewed by the E Mature Strategy Group. An E Safety Incident reporting procedure is provided as a flowchart in Appendix 10.

Machinery and Work Equipment **(LA Ref: G1)**

All new machinery and work equipment should be selected through assessment to ensure that it is appropriate for the intended purpose. All such equipment must be maintained in safe working order.

Educational Visits

A School Educational Visits Coordinator (EVC) has been appointed and has attended the County Council's recognised training course. The EVC should ensure that members of staff have access to the County Council's guidance for educational visits. In the case of Category 2 visits the school must submit the correct forms to the Outdoor Education Safety Adviser for approval.

The EVC should ensure that risk assessments are in place to cover the trips made by the school for both Category 1 and Category 2 visits. All school visits must be supervised by a trained Visit Leader.

The Headteacher must sign off each visit before it can take place.

Play Ground

The latest inspection report should be available and actions taken where appropriate.

Information and Training

Staff will be provided with appropriate information and training to enable them to undertake and supervise school activities. Examples of such activities include the safe use of substances, machines and other items of work equipment. Any specialist safety training requirements should be identified through training needs analysis, prioritised and costed to allow appropriate allocation of the school's training budget. This will be co-ordinated through the Health and Safety Management Group.

Personal Protective Equipment **(LA Ref: L7)**

Where PPE is identified as a control measure in a work activity risk assessment, the equipment selected must be appropriate for the task so as to ensure that it will provide adequate protection and must be compatible with other equipment in use.

The assessment should be reviewed if there is significant variation in the activity. Advice on the selection of PPE is available from the Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department or Line Manager, for repair or replacement.

Respiratory protective equipment (RPE) must be maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection. Alternatively, disposable RPE can be used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Subject Areas

Science

The Science department has a more specific Health and Safety Policy which is available from the Team Leader Science Technician (Appendix 11).

Chemistry

Safety information, in the form of **Hazcards**, is stored in the Chemistry Preroom (C2/3). Departmental lesson plans and practical booklets are also used.

Specific safety rules for chemistry practical lessons must follow CLEAPPS guidelines.

The Head of Chemistry is responsible for ensuring the implementation of safe practices and procedures. Teaching and support staff are responsible for applying these practices and procedures during the preparation stage, lessons and clearing up.

The Head of Science will liaise with the Site Manager and Team Leader Science Technician on all the required maintenance, safety testing and inspections. The log of this information is maintained by the Site Manager.

Protective Equipment including lab spectacles, goggles and gloves are available in all chemistry labs for students.

All science labs have a first aid box with at least the minimum required level of items required.

Technology

Design Technology

Safety information including health and safety guidance, COSHH and risk assessments is held on file in D6 Technology Office.

The second in Design Technology is responsible for ensuring the implementation of safe practices and procedures. Teaching and support staff are responsible for applying these practices and procedures during the preparation stage, lessons and clearing up.

Design and Technology Association (DATA) accreditation for workshop safety is advised for all staff in the technology department.

Northumberland Council maintains all workshop equipment and records are stored in the technology office in D6.

Safety equipment when required is available to all students.

First aid boxes are located in all design technology rooms.

Food Technology

DATA accreditation for food technology is advised for all staff in this department.

Practical lessons require all students to wear aprons and tie hair back, where appropriate. Equipment maintenance, where appropriate, is conducted on an annual basis by specialist external providers and site staff.

ICT

All staff and students are inducted and then receive further training during the course of the academic year on E safety. An Acceptable User Policy is signed by all students via the student planner, parents via a proforma issued with the Parent Guide at Year 9 and staff.

All equipment is Portable Appliance Tested (PAT) each year by site staff. A record of this test is displayed on each piece of equipment (Green Sticker) and a log is kept by Site Manager.

All equipment, where appropriate, is maintained by the ICT support staff. A log of all maintenance is kept by the Network Manager.

Geography

Field work off site and in school grounds involving staff and students follows the educational visits system EVOLVE.

Art

Safety information is detailed in schemes of work. Safety data sheets are produced and risk assessments are conducted for all practical lessons.

Performing Arts

Music

Special safety rules – students observe all safety rules set out by staff when using equipment (mainly instruments or computers). Some heavy lifting takes place on the run up to concerts. This should be done by site staff.

The Head of Department is responsible for health and safety.

A member of the music departmental staff should be Emergency First Aid trained for off site concerts and rehearsals.

Maintenance of equipment is conducted, where appropriate, by Multi Media Technician.

Drama and Dance

Safety information is filed in departmental office.

Students observe all safety rules set out by staff when using equipment e.g. staging and props. Some heavy lifting takes place when preparing for concerts and performances. This should be done by site staff. Staff may not work at height unless they have had the required training e.g. hanging stage lights.

Head of Department is key person responsible for health and safety of the department. A number of staff are Emergency First Aid trained for times when rehearsals take place at weekends as well as visits and trips.

The dance teacher provides training to PE staff regarding the teaching of Dance as a discrete subject.

For performances both school and public the HoD will liaise with the Site Manager and the Senior Audio Visual Technician. A risk assessment is carried out for each public performance and the Senior Staff on duty ensures that all the requirements are followed.

Where appropriate the Senior Audio Visual Technician will advise the HoD with regard to equipment maintenance. All lighting and equipment is Portable Appliance Tested (PAT) as part of the whole school testing programme.

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Agreed by SLT:

Signed By:

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Agreed by Finance and Premises Committee:

Policy Approved by Governing Body:

Signed By:

Adrian Woolley
Chair of the Federation Governing Body