



Health and Safety Policy

Applicable to:	✓	Astley Community High School
	✓	Seaton Sluice Middle School
	✓	Whytrig Middle School
Approval body:	Resources Committee	

Status:

Statutory policy or document	Yes
Review frequency	Governing Body to determine
Approval by	Governing Body to determine

Publication:

Statutory requirement to publish on school website	No
Agreed to publish on school website	Yes

Review:

Frequency	Next Review Due
Annually	September 2019

Version Control:

Author	Creation Date	Version	Status
Seaton Valley Federation (SH)	17 November 2016	1.1	Final policy for SVF adapted from NCC Model Health and Safety Policy for Schools (February 2014) including health and safety roles applicable from 1 January 2017
Changed by	Revision Date		
Seaton Valley Federation (SH)	15 February 2017	1.2	Updated with amended names and dates following new appointments etc.
Business Manager (BW)	11 May 2018	1.3	Updated to reflect NCC model policy (February 2016)
Business Manager (BW)	13 September 2018	1.4	Minor amendments following H&S Management team review
Business Manager (BW)	27 September 2018	1.5	Updated to reflect NCC model policy (October 2018)
Business Manager (BW)	2 October 2018	2.0	Final approved version for publication
Business Manager (BW)	1 November 2018	2.1	Minor updates to staffing information

1 Introduction

- 1.1 The health and safety of both staff and students has always been of paramount importance to the Governing Body. Under the Local Management of Schools framework the Governors share the responsibility for health and safety in the school with the Local Authority (LA) which is Northumberland County Council (NCC).
- 1.2 The Governing Body fulfils many of the functions of the employer and has significant responsibility for the day to day running of the schools and the management of the delegated budgets. The Executive Headteacher is responsible for the discipline and internal organisation of the schools, and for the safe conduct of the staff and students and all school related activities. NCC provides specialist advice in relation to safety matters and many of the services requiring technical expertise.
- 1.3 The Health and Safety at Work Act requires an employer to publish a Health and Safety Policy setting out the employer's statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.
- 1.4 In order to comply with this requirement, the NCC Health and Safety Policy Statement and the Schools' Health and Safety Manual (SHSM) is provided, along with several other supporting policy documents. However, due to the differences in the internal management and organisation of schools, the SHSM is designed to provide generic advice. In view of this, the federation's own Health and Safety Policy has been devised to provide details of the specific arrangements in place within the federation. For ease, the federation policy is cross referenced with the SHSM.
- 1.5 In order to issue this policy, many members of staff have already undertaken much work, and the Governors wish to acknowledge their appreciation of these contributions. Clearly, the maintenance of a detailed policy will require a continuing commitment from staff and an annual review of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome.

2 General Statement of Policy

- 2.1 In partnership with NCC, the Governing Body recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:
 - a safe place of work and a safe working environment
 - safe plant and equipment
 - safe systems of work
 - safe access to and egress from places of work
 - the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
 - the provision of adequate information, instruction, training and supervision
 - adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
 - keeping abreast of legislation by obtaining advice from the LA and through persons competent in health and safety matters
 - a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds

- o the integration of health and safety planning within the School Development Plan
- o the regular monitoring of progress, and of safety performance, to be used in the planning process
- o an annual review of the safety policy
- o the inclusion of health and safety on the agenda of Governing Body meetings, at least annually
- o the inclusion of health and safety as a standing agenda item at regular staff meetings.

2.2 The Governing Body also recognises the need to work in partnership regarding health and safety matters with representatives from the County Council’s Youth Service and Customer Services and Active Northumberland’s Library Service which are co-located with Astley Community High School on the Elsdon Avenue site. Although it will be the responsibility of those specific services to operate in accordance with relevant aspects of their own organisation’s health and safety policies and guidance, there will be some aspects where joint agreement and co-operation will be necessary.

3 Safety Organisation

Title	Name
Chair of Governors	<ul style="list-style-type: none"> ● Susan Dungworth
Vice Chair	<ul style="list-style-type: none"> ● Steph Edusei
Governor with Safety Responsibilities	<ul style="list-style-type: none"> ● Rebecca Bray
Executive Headteacher	<ul style="list-style-type: none"> ● John Barnes
Heads of School	<ul style="list-style-type: none"> ● Graham Scott (ACHS) ● Jon Souter (WMS) ● Steph Lindley (SSMS)
School Safety Coordinator	<ul style="list-style-type: none"> ● David Scott
Heads of Faculty/Subject Lead Teachers (and areas of responsibility, if not obvious)	<ul style="list-style-type: none"> ● Mark Armstrong - Head of Faculty World of Work including IT Years 7-13 (ACHS/WMS) ● Michelle Chadkirk / Louise Cubley - Heads of Faculty English Years 7-13 (ACHS/WMS) ● Matt Hiscock - Head of Faculty Science Years 7-13 (ACHS/WMS) ● Martyn Jones - Head of Faculty Arts and Technology Years 7-13 (ACHS/WMS) ● Chris Lamb - Head of Faculty PE and Health Years 7-13 (ACHS/WMS) ● Nicola Midgley - Head of Faculty Culture and Diversity Years 7-13 (ACHS/WMS)

	<ul style="list-style-type: none"> • Carolyn Ward - Head of Faculty Mathematics Years 7-13 (ACHS/WMS) • Helen Campbell - Science (WMS) • Clair Lawton - Art and Technology (WMS) • Neil Robinson - PE (WMS) • Julie Allison - Technology (SSMS) • Kellyann Cook - Science (SSMS) • Joe Elliott - PE (SSMS) • Katie Gibson - Art (SSMS) • Gabby Long - Mathematics (SSMS) • Katie Mason - ICT (SSMS) • Karen McSparron - English (SSMS)
Coordinator - COSHH	<ul style="list-style-type: none"> • Jade Murphy
Coordinator - Manual Handling	<ul style="list-style-type: none"> • David Scott
Coordinator - Fire and Emergency	<ul style="list-style-type: none"> • David Scott
Coordinator - First Aid	<ul style="list-style-type: none"> • Angela Small
Coordinator - Medication for Pupils	<ul style="list-style-type: none"> • Angela Small
Coordinator - Pupil Risk Assessment	<ul style="list-style-type: none"> • David Scott
Catering Managers	<ul style="list-style-type: none"> • Barbara Hodge (ACHS/WMS) • Debbie Ruler (SSMS)
Trained Assessor - Display Screen Equipment	<ul style="list-style-type: none"> • Matty Kiddell
Radiation Protection Supervisor	<ul style="list-style-type: none"> • Steve Henderson
Educational Visit Coordinator (EVC) Trained to deputise in the absence of the EVC	<ul style="list-style-type: none"> • David Scott • Shaun Barkley • Andrew Donald • Angie Elliot • Steph Lindley • Neil Robinson • Jon Souter
Designated Safeguarding Officers	<ul style="list-style-type: none"> • Graham Scott (ACHS/WMS) • Jon Souter (ACHS/WMS) • Steph Lindley (SSMS) • Karen McSparron (SSMS) • Kellyann Cook (SSMS)
Membership of the Safety Management Team	<ul style="list-style-type: none"> • Rebecca Bray (Governor) • Martyn Jones (NASUWT Safety Rep)

	<ul style="list-style-type: none"> ● Matty Kiddell ● Jade Murphy ● David Scott ● Angela Small ● Ben Watson
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3.1 As Astley Community High School and Whytrig Middle School shares their premises with external organisations, representatives from Northumberland County Council’s Youth Service and Customer Services and Active Northumberland’s Library Service will be invited to attend the Safety Management Team at least annually.

4 Roles and Responsibilities (see Section D of SHSM)

4.1 Further, more detailed information, regarding roles and responsibilities can be found in ‘Section D - Organisation’ of the SHSM.

School Governors

4.2 The Chair of the Governing Body should take steps to discharge their own responsibilities for health and safety performance in school. Details of the responsibilities of governing bodies in relation to NCC are given in section ‘E1 - Safety Management’ of SHSM. However, some of the principal responsibilities are given below:

- ensure that the Executive Headteacher has made adequate arrangements to discharge their responsibilities for health and safety within the school as detailed below
- take an active role in the development of the health and safety policy for the school that reflects local procedures and policies
- in conjunction with the Executive Headteacher, provide a monitoring role for the school for health and safety performance; any inspection reports should contain the following:
 - action allocated to individuals who are responsible for the function
 - time limits set for action
 - remedial action to deal with the problems identified
 - identification of any long term action required in order to address underlying causes of problems
- ensuring that health and safety issues are covered at meetings of governing bodies, either through a special meeting or a standard agenda item. This should include discussion of any safety reports or information issued to the Headteacher by the County Council
- to provide information to NCC on Health and Safety matters when requested
- to ensure adequate resources are given to safety issues
- to review performance periodically
- to ensure that safety training is given priority for both governors and staff
- to ensure that the protocols detailed in section E3 are followed.

Executive Headteacher (The following points are a summary; full details of roles and responsibilities can be found in Section D of SHSM)

4.3 The Executive Headteacher is responsible for the effective day-to-day management of school activities, including the safe conduct of staff and students. Assistance in

this task is provided through the delegation of specific duties to those staff who comprise the management team.

4.4 The Executive Headteacher, assisted by the management team, is required to:

- establish a structured system of safety management, in accordance with NCC guidance and the Schools' Health and Safety Policy Manual. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan
- monitor and review safety performance regularly, and identify future needs in order to aid the planning process
- implement a system for safeguarding all persons either 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 health and safety legislation, in accordance with NCC 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

Heads of School

4.5 The Heads of School are assigned specific duties to assist the Executive Headteacher in the day-to-day management of the schools, and deputise for the Executive Headteacher during any period of absence. They play a vital role in ensuring agreed policies and protocols are followed by students, staff, visitors and contractors as the lead professional based wholly at their school.

School Safety Coordinator

4.6 The above postholder works alongside the Business Manager in implementing those health and safety arrangements necessary to:

- assist the Executive Headteacher to annually review the federation's Health and Safety Policy and arrangements
- ensure that members of staff are aware of, and have access to, the federation's Health and Safety Policy
- ensure new or temporary staff are informed of their Health and Safety responsibilities and duties and that they are provided with the necessary information, documentation and support to allow them to carry out their duties safely
- liaise with the Executive Headteacher and where appropriate seek further advice on the implications of safety legislation, codes of practice and approved safe working procedures
- identify health and safety aspects affecting the design and layout of new and reorganised working areas.
- identify health and safety aspects of new plant, equipment and personal protective clothing
- ensure that periodic inspections of the premises, plant, tools, equipment and work activities are completed by departmental manager, reporting to the Executive Headteacher and other managers who have responsibilities for actioning health and safety reports

- assist management with the preparation of departmental safe working procedures and safety rules
- liaise, where appropriate, with NCC Health and Safety Advisors, Health and Safety Executive (HSE) Inspectors, Fire Safety Officers and Environmental Health Officers.

Heads of Faculty / Subject Lead Teachers

- 4.7 Heads of Faculty and Subject Lead Teachers are responsible to the Executive Headteacher and Heads of School for the safe management of their curriculum area/subject and for implementing specific school health and safety procedures relating to the subject area.
- 4.8 They will identify clear short and long term priorities of the faculty/subject with regard to health and safety and provide this information to the Executive Headteacher so that it may be included in the normal budget planning arrangements.
- 4.9 They 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. They will ensure that it is freely accessible to all relevant staff, and that all subsequent additions are brought to the attention of such staff, and added to the file, as appropriate. They will assist in the fostering of a positive safety culture within their subject area.
- 4.10 They will make appropriate arrangements for the periodic monitoring of safety standards, arrangements and progress towards identified objectives. They will report the results to the Executive Headteacher, for incorporation in the regular review of safety matters and inclusion, where appropriate, in the School Development Plan and/or budget planning.

Heads of Service Departments e.g. Community Learning, Caretaking/Cleaning, Catering

- 4.11 Heads of 'service departments' are responsible to the Executive Headteacher, via the Business Manager, for the safe organisation and work of the service, and for fulfilling all relevant functions listed under Heads of Faculty/Subject Lead Teachers with respect to their own team. This includes responsibility for reporting accidents, defects to the building or their equipment, and any other relevant matters. **(Section E3 of SHSM)**

All Staff

- 4.12 All staff have a duty to take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. Individuals also have a duty to cooperate with their managers in order that the employer can fulfil its statutory duties. The Health and Safety at Work Act also makes reckless interference with or misuse of anything provided in the interest of health, safety or welfare an offence.
- 4.13 Health and safety legislation requires all staff to use all materials, equipment and facilities in accordance with the information, instruction and training which they have received. Furthermore, staff must observe site safety rules and all instructions on health and safety issued by the Local Authority, Executive Headteacher, Heads of School, Business Manager or any other person delegated to be responsible for a relevant aspect of safety. Individuals must also assist Officers of the County Council

and Inspectors of the Health and Safety Executive in their inspections and investigations.

4.14 Staff must report immediately to their line manager any:

- serious and immediate danger to health and safety, including any defects relating to facilities or equipment
- matter which they, taking into account their instruction and training, would reasonably consider represents a shortcoming in the protective arrangements for health and safety
- accidents, incidents and hazards, ensuring that an accident report form is completed.

Pupils

4.15 Pupils, in accordance with their age and aptitude, are expected to:

- exercise personal responsibility for the health and safety of themselves and others.
- observe standards of dress consistent with safety and/or hygiene.
- observe all the health and safety rules of the school and in particular the instructions of staff in an emergency situation.
- not wilfully misuse, neglect or interfere with things provided for their health and safety

5 The Management of Health and Safety

5.1 The Management of Health and Safety at Work Regulations require that a thorough and modern system of safety management is adopted as described in the NCC Health and Safety Policy Statement (section B of the SHSM). Detailed arrangements and responsibilities of schools are provided in section E1 of the SHSM.

6 General Arrangements

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

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

Meetings of the Health and Safety Management Team

6.3 Purpose of Meetings:

- To direct and coordinate the necessary planning for health and safety, and to review the federation's Health and Safety Policy
- To review, prioritise and direct safety initiatives arising from:
 - o plans submitted by faculties/departments and/or subject leads
 - o reports concerning safety inspections, accident reports and other means of monitoring performance

- o new information or guidance received from the County Council, enforcing authorities or consultants
- To audit all parts of the safety management system on an ongoing basis
- To monitor the frequency and trends of hazards, accidents and near misses
- To report relevant health and safety matters to the appropriate Governing Body committee

6.4 The frequency of meetings is determined by the size and complexity of the schools and number of issues to be dealt with; it is set by the Business Manager and meetings currently take place on a termly basis. Additional meetings should take place after serious incidents or where necessary.

Accidents, Near Misses and Violent Incidents (Section F1 and F2 of SHSM)

6.5 Accident Procedure:

- In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person. A message must be sent to the school office as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.
- Should an ambulance be required it is usually summoned from the main office. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible to allow plans to be made to meet the ambulance.
- In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held on the school's Management Information System (SIMS). A request to collect their child to take home or to hospital should be made, 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 them, 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. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
- 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.

6.6 Record Keeping - Accident, Near Miss, Violent Incident Logging (ANVIL) System:

- In the case of pupil incidents, an ANVIL report should be completed for all incidents resulting in significant injury such as sprains, strains, lacerations, fractures, injuries to the head and any other unusual injuries. It is important that the member of staff supervising at the time of the incident assists in recording the details accurately.
- ALL incidents involving staff or visitors must be recorded on ANVIL. There are no exceptions to this. Reports of staff incidents should be completed by the relevant line manager; if the report is completed by another member of staff then the form should be viewed and authorised by the line manager. It is important that actions to prevent recurrence are always recorded and any

required actions implemented. **The injured person should not complete the form.**

- In all cases, the ANVIL report form must be submitted to the Executive Headteacher or authorised senior officer for approval prior to the form being submitted to the Corporate Health and Safety Team.

6.7 School Accident Book:

- In the case of insignificant or minor injuries to pupils, which may only require that the pupil be comforted, the school records details of the injury and treatment rendered in the school's own accident book. 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 that treatment rendered by the first aider is recorded.

6.8 It is important to indicate the responsibilities of staff when reporting accidents. The Safety Coordinator and Business Manager will monitor records to identify accident trends.

Accident Investigation

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

6.10 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.

6.11 In the most serious cases the school should call in a Health and Safety Advisor. If appropriate, they will undertake a full accident investigation and take photographs and witness statements.

Reportable Injuries

6.12 The Health and Safety Executive (HSE) should be notified of an incident immediately in the following circumstances:

- death or 'specified injuries' in respect of employees
- death of a pupil
- 'dangerous occurrences'
- 'occupational diseases'
- 'injuries to students or non-employees, arising out of or in connection with work activities, where the injured person is taken directly to hospital from the scene of the incident and receives treatment

6.13 In the case of injuries to employees resulting in an over-seven days' absence from work, these should be reported to the HSE within 15 working days. This should be done using the information about the incident recorded on the ANVIL e-form.

6.14 All notifiable incidents can be reported to the HSE via their online reporting system.

First Aid Arrangements (Section F3 of SHSM)

6.15 First aid arrangements are given below:

- A member of staff should be nominated to act as First Aid Coordinator. They should take on the responsibility for ordering items and replenishing first aid boxes and ensuring that certificates remain current.
- In High Schools at least two members of staff 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 level. The position should be monitored to take account of staff turnover.
- First aid boxes at Elsdon Avenue are located in the ACHS main office, WMS reception desk, the ACHS science prep room, sports centre corridor, swimming pool, swimming pool plant room, DT workshop, food technology room, kitchen, sixth form café and ACHS caretaker's cupboard. Portable first aid bags are held by PE for outdoor activities.
- First aid boxes at SSMS are located in the first aid room, woodwork room, science room, PE area and kitchen.
- All three schools have portable first aid bags for trips including Duke of Edinburgh expeditions.
- A medical room is available at both sites; supervision of this facility must always be a consideration. In more serious cases the child should be transferred to the care of parents as soon as possible.
- Other relevant arrangements or need for information may include:
 - o arrangements for first aid training/emergency aid training
 - o arrangements for community association activities
 - o arrangements for parties on off site visits
- The nominated first aiders with full First Aid at Work training are:

Name	School(s)	Qualification	Expiry Date
Rachel Binney	ACHS/WMS	First Aid at Work (3 day)	03.12.20
Hayley Cuthbertson	ACHS/WMS	First Aid at Work (3 day)	10.02.20
Helen Howourth	ACHS/WMS	First Aid at Work (3 day)	25.04.20
Diane Morgan	SSMS	First Aid at Work (3 day)	10.02.20
Jade Murphy	ACHS/WMS	First Aid at Work (3 day)	tbc
Victoria Roberts	SSMS	First Aid at Work (3 day)	19.07.20
Jason Russell	SSMS	First Aid at Work (3 day)	10.02.20
Laura Short	ACHS/WMS	First Aid at Work (3 day)	23.02.21
Angela Small	ACHS/WMS	First Aid at Work (3 day)	tbc
Pippa Smith	SSMS	First Aid at Work (3 day)	tbc
Beverley Telfer	ACHS/WMS	First Aid at Work (3 day)	24.11.18

Health Matters

- 6.16 The federation's Supporting Pupils with Medical Conditions Policy is published on the federation website.

Building, Site Maintenance and Commissioning Services Independently (Section E3, G3, H3, J1 and J2 of SHSM)

- 6.17 The Executive Headteacher is in charge of the maintenance of the school site and its buildings. The Executive Headteacher is responsible for ensuring that protocols detailed in section E3 are applied when the school commissions services independently.
- 6.18 All staff have a responsibility to notify the Business Support Officer (Health and Safety and Premises) of any defects they find. The Business Support Officer (Health and Safety and Premises) is responsible for arranging repairs, either directly via a contractor or by reporting more serious defects to NCC's Property Helpdesk, which can be reached by telephoning (01670) 624843 or by using their online portal. The need for emergency repairs should be notified in the same manner. This will enable Property Services to prioritise and assign workloads accordingly and will allow requests for work to be traceable. Site staff have a responsibility for the reporting of building/site defects to the Senior Leadership Team.
- 6.19 The federation has developed a Contractor Induction Pack (available at each school's main reception) and an HSC1 form is completed to record the essential exchange of health and safety information between the school and the contractor in relation to works to be undertaken. The Business Support Officer (Health and Safety and Premises) is responsible for liaison with Property Services staff (where appropriate) and contractors in order to coordinate any necessary safety precautions during the progress of any building/site maintenance. This may entail completion of the HSC1 form, when required. The federation's consistent application of HSC1 and N1 processes is essential in ensuring that asbestos in-situ is not disturbed. **(SHSM: J2)**
- 6.20 When commissioning services independently, the federation must ensure that the protocols detailed in section E3 are implemented. In particular, construction work must not commence unless an N1 form has been completed and approved by Property Services. It is particularly important that the specification for any alternative statutory inspection and testing services is comparable to services commissioned by Property Services. Additionally, the Executive Headteacher must be fully aware of ongoing Duty Holder responsibilities to ensure arrangements are adequate and any essential remedial actions highlighted are dealt with appropriately. **(SHSM: J1)**

Maintenance and Testing of Equipment (Section E1 and G1 of SHSM)

- 6.21 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
 - 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 **(L4 of SHSM)**
 - five-yearly fixed wiring inspection **(L4 of SHSM)**
 - weekly testing of the fire alarm system **(Section 5 of the Fire Log Book)**
 - water hygiene test **(H8 of SHSM)**
- 6.22 Residual Current Device (RCD) testing will also be carried out and the results recorded.

Fire Safety and Emergencies (Fire Log Book)

- 6.23 The Executive Headteacher 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.
- 6.24 The Fire Coordinator (nominated by the Executive Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests.
- 6.25 Fire drills should take place each term.
- 6.26 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 daily and are stored in a locked area until collection by the Council
 - electrical equipment not in use is always isolated from the mains.

Safeguarding

- 6.27 A separate safeguarding pack has been completed detailing specific school arrangements.
- 6.28 The schools have security systems in place including fence lines, locks and door access systems which afford authorised access only and allow movement between different parts of buildings at specific times. In addition, all three schools have adopted signing in systems and issue visitors' badges to authorised visitors.
- 6.29 All vehicle movements on site should be subject to a detailed risk assessment.
- 6.30 All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the single central register. Trained Designated Safeguarding Officers are available within school.
- 6.31 Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

Risk Assessment (Section E6 of SHSM)

- 6.32 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 Corporate Health and Safety Team provides further guidance and several general assessments are available to schools via the Corporate Health and Safety webpage. However, most assessments are best done in light of the particular circumstances in the school, and by school staff. Once completed, there is a need to undertake a periodic review of the assessment to check they are still valid. A review may also be needed following an accident or when the activity changes.
- 6.33 With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these should be adopted, adapted and implemented.
- 6.34 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 indexed for easy retrieval.

- 6.35 Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where 'haz-cards' are provided by CLEAPSS for Science chemicals). Risk assessments should be completed for activities involving hazardous chemicals. Further information is contained within the COSHH section of the SHSM. **(Section H1)**
- 6.36 Risk assessments are carried out by Heads of Faculty/Subject Coordinators, Heads of Service Departments, the Safety Coordinator and site staff as appropriate.

Manual Handling (Section L1 of SHSM)

- 6.37 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.
- 6.38 Manual handling training is provided to staff where appropriate.

Display Screen Equipment (Section L2 of SHSM)

- 6.39 Staff who are using computer workstations regularly and for a significant part of their working day (defined as 'computer users') should be provided with a suitable workstation which is 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.
- 6.40 All defined 'computer users' should complete a self-assessment of their workstation which is then passed to a trained workstation assessor to be verified. The federation has at least one member of staff who is suitably trained in carrying out DSE workstation assessments. All workstations must be assessed periodically and new workstations must be assessed before being put into use.
- 6.41 The cost of reimbursement of eye tests for users and the provision of corrective spectacles, where deemed necessary solely for DSE use, is delegated to schools.

Machinery and Work Equipment (Section G1 of SHSM)

- 6.42 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, usually by a specialist contract via an SLA or other such contract.

Educational Visits

- 6.43 All school trips are planned by a competent Party Leader. The details relating to the planning process are then entered into the County Council's EVOLVE system. These details are then checked by the appointed Educational Visits Coordinator (EVC) who has undertaken the County Council's recognised training course.
- 6.44 The EVC must ensure that suitable and sufficient risk assessments are in place and a complete EVOLVE submission has been made for both Category 1 and Category 2 visits. Additionally, the EVC should ensure that members of staff have access to the County Council's Code of Practice for Off-Site Educational Visits. Where necessary, advice is to be sought from the County Council's Health and Safety Adviser (Educational Visits).

- 6.45 All visits must then be approved by the Executive Headteacher (or Head of School if deputising in their absence).
- 6.46 In the case of Category 2 visits, following approval by the Executive Headteacher, the school's submission is assessed by the Health and Safety Adviser (Educational Visits) before final approval is made for the visit to go ahead.
- 6.47 Category 1 and Category 2 visits must not proceed unless these approvals have been provided.
- 6.48 The federation has its own Off-Site Educational Visits Policy, a copy of which has been uploaded onto EVOLVE.

Outdoor Play Equipment and PE Equipment (Section G5 of SHSM)

- 6.49 The school play equipment is checked regularly by school staff and inspected at least annually by a competent contractor via the Property Management SLA with NCC. Written records of these inspections are maintained.
- 6.50 Any actions identified in the Play Equipment Inspection report are initiated immediately or referred the Governors Property Group. Where necessary, equipment is taken out of use temporarily until repairs are completed.
- 6.51 Further details about outdoor play equipment can be found in section G5 of the SHSM. This guidance should be followed when planning the installation of any new equipment. An independent commissioning inspection should be undertaken prior to the equipment being brought into use.
- 6.52 Likewise, similar arrangements are in place for the inspection and maintenance of PE/gym equipment. A contract is in place with a qualified contractor to undertake a formal inspection of this equipment.

Information and Training (Section E2 of SHSM)

- 6.53 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. Training requirements for staff are identified via a training needs analysis which would also consider any specialist safety training requirements.
- 6.54 Training needs are prioritised in an annual training plan and costed to allow appropriate allocation of the federation's training budget.

Personal Protective Equipment (PPE) (Section L7 of SHSM)

- 6.55 Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.
- 6.56 The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

- 6.57 All PPE must be maintained in good working order, and any defect reported immediately to the Head of Service Department, for repair or replacement.
- 6.58 Respiratory protective equipment (RPE) in the swimming pool plant room is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at three-monthly intervals (as use is infrequent) under the Property Maintenance SLA. A written record is kept for inspection.
- 6.59 Disposable RPE used in the Design Technology workshops and Science areas is suitable for purpose and must be worn in line with the manufacturer's instructions. RPE must be inspected by individual employee before they wear it and on a monthly basis by the Business Support Officer (Health and Safety and Premises). Written records of all inspections must be kept.
- 6.60 The cost of all PPE is covered by the federation.

Subject Areas and Service Departments

- 6.61 Each subject area and service department within the federation may have health and safety arrangements that are unique. Where appropriate, Heads of Faculty, Subject Lead Teachers and Heads of Service Departments should submit a summary of key issues and procedures for inclusion in this federation-wide Health and Safety Policy. Topics may include:
- how safety is planned and managed within the Faculty or subject area
 - where safety information is filed
 - special safety rules and training requirements
 - responsibilities of certain individuals with regard to safety tasks or functions
 - liaison with regard to safety tests and inspections
 - maintenance of plant and equipment
 - provision of protective equipment
- 6.62 Those subject areas which involve a higher degree of risk, such as Design Technology and Science, may require their own health and safety policy. In certain cases, CLEAPSS provides standardised documentation which may be adapted by the federation.