

Health, Safety and Welfare Policy



Approved by: **Local Advisory Board** Date: **22/03/2020**

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Health, Safety and Welfare Policy Statement

1. This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school's local organisation and arrangements for implementing the county policy.

2. The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Local Advisory Board (LAB) and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work Act 1974.

3. In compliance with the Health and Safety at Work Act, the LAB will ensure so far as reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety if persons on school premises or taking part in school activities elsewhere.)
- All plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
- Appropriate safe systems of work exist and are maintained.
- Sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
- A healthy working environment is maintained including adequate welfare facilities.

4. In addition to the above the school will ensure that so far as reasonably practicable that the health and safety of non-employees is not adversely affected by its activities.

5. Employee involvement is an important part of managing safety, and consultation on health and safety with employees and employee representatives form part of this policy.

6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

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Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Chaselea Alternative Provision Academy	Manor Hall Academy Trust	The LAB of the school in this category has an obligation to ensure that the MAT/County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies/LABs have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body/LAB arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to staff and the LAB based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the MAT/Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.



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Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
LAB					
Headteacher					
School Leadership Team					
Deputy Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					
County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					

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The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
LAB Headteacher CC H&S Policy Group H&S Advisers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the LAB;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the LAB can also identify other indicators they wish to monitor.*
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteacher's behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The LAB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The LAB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher LAB Deputy Headteacher School Business & Operation Manager Health and Safety Advisor	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system.

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise the LAB of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and LAB.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the MC and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)

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- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the LAB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may choose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings.

An annual report to the LAB outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.

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- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses, and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
- Seek advice from the CC H&S Adviser or other specialist as required.
- Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here;

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;

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6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;
17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for the LAB to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>



Employees

Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the LAB and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules. All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the LAB is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employee's health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.



Arrangements & Procedures for Health, Safety and Welfare

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The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

1. Accident Reporting, Recording & Investigation

All Accidents are written in an accident book which is located in the *Bursar office*. If required an accident form would be completed. *Any completed accident forms should be transferred onto My Health & Safety so they are logged centrally*. A copy of the form would be sent to the LEA/pupil/staff personnel file and the health and safety file. In cases which involve students, parents/guardian's would also be informed. Further treatment received would be supplied by a first aider, doctor, paramedics or ambulance staff who treat any casualties will gain a report from any witness to the accident teachers/teaching assistants other students. Investigation to be completed by the headteacher and H&S co-ordinators.

2. Asbestos

Chaselea does not hold Asbestos Record System Manual as the building was constructed in May 2005 meaning no asbestos is present in construction materials.

3. Bomb Alert

If the office receives a written bomb threat, the note should be handled as little as possible in order to preserve fingerprint, handwriting, postmarks, typewriting and other evidence. The person receiving it should save all items connected with the note, such as the envelope and its contents. The note and other items should be placed in a bag and delivered to the police.

More commonly, bomb threats are received over the phone. When this occurs, the person taking the call should try to give someone nearby a note about the call and ask him or her to call the local emergency number.

The following procedures can help the person taking a bomb threat call respond appropriately:

1. Remain calm. Be courteous and don't interrupt the caller.
2. Note whether the caller is male or female, an adult or a child.
3. Keep the caller on the phone as long as possible. Don't hang up until the caller does. It may be possible to trace the call if you stay on the line long enough.
4. Write down the caller's phone number if it is displayed.
5. Ask questions to get information write all the answers down.
Try to find out:
 - a. The location of the bomb
 - b. The time of detonation



- c. *What kind of bomb it is and what it looks like*
 - d. *Where the caller is*
 - e. *How the caller knows about the bomb*
 - f. *If the caller is familiar with the building*
 - g. *When the bomb is set to explode*
 - h. *Whether other bombs have been placed and where*
 - i. *Why the bomb was placed*
6. *Listen for any background noises and any caller mannerisms, voice characteristics or accents.*
 7. *After the caller hangs up, call 999 and explain the situation.*
 8. *Do not use mobile phones during a bomb threat. Some bombs can be set off by their use.*

Evacuate the building by using internal telephones, radios or word of mouth. Assemble at the usual assembly point or one designated by the Head Teacher, Deputy Head Teacher/Manager or School Business Manager.

4. Contractors

Contractors are selected, arrangements induction of contractors to exchange health and safety information and agree safe working arrangements, risk assessments, frequency of liaison meetings, The programme leader/r headteacher would be responsible for monitoring contractors working methods, and how staff should report concerns to, liaising with contract supervisor in Property & Estates.

5. Curriculum Safety [including out of school learning activity/study support]

Teaching staff are required to undertake suitable (written) risk assessments prior to commencing any hazardous activities, or when using specific equipment for curriculum purposes e.g. Interactive Whiteboards, Cooking or Science Equipment. Specification of staff qualification requirements to teach certain activities, refer to any health and safety publications adopted by the school which staff must be familiar with e.g. "Safety in PE"] Completed copy of the risk assessment should be kept on file in the H&S file, on the 'Staffshare' Area of the network.

6. Drugs & Medications

Parental requests for medicines to be administered to their child/dependant will be assessed and decided upon at the discretion of the Headteacher considering any special staff training requirements that may need be gained and if the school has the appropriate storage and recording administration for the medicines.

7. Electrical Equipment [fixed & portable]

All staff must take responsibility before using any electrical equipment. All staff must frequently carry out visual checks before use and must report any potential risks to the headteacher/H&S co-ordinator. Through examination of any item with a flexible lead will be tested biannually by qualified/competent person, who will provide a full written record of inspection. Staff must not bring in any personal electrical items to use in school. Who undertakes examination of fixed installation, how to report defective equipment. Headteacher/H&S co-ordinators will thoroughly inspect other fixed equipment 6 monthly unless a report by a member of staff or student has raised concern.



8. Fire Precautions & Procedures

The Headteacher/ H&S co-ordinator are responsible for undertaking & reviewing fire risk assessments, and the procedures to be followed, staff with special responsibilities e.g. fire marshal etc, assembly points, maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

Fire Risk Assessment

The Bursar is responsible for completing the annual fire risk assessment and completing any actions identified on it Chaselea staff are responsible for any associated action.

9. First Aid

There are three trained named first aid members of staff, Dale Pearce (Bursar), Sam Hardman (PE Teacher) and Javier Gonzalez-Fritz (Inclusion Manager). Two other members of staff are due to complete their qualification on 12th March 2021 (Lorraine Avery and Carol Bragg). Log and maintain the three first aid boxes half termly. This will be the responsibility of the PE Teacher.

10. Glass & Glazing

All glass in doors, side panels are fitted with safety glass, In the event of any glazing need to be repaired or replaced only approved safety standard glass will be used.

11. Hazardous Substances (COSHH)

The school will adhere to the rules and guidance from the LEA on the selection and use of substance within the school. Safety data sheets and risk assessments will be completed and staff trained in the safe use, if a training issue has been identified highlighting the use and selection of protective equipment and the providing the correct storage arrangements in line with the manufacturer's instructions.

12. Health and Safety Advice

Chaselea liaise with the correct council department to obtain competent health and safety advice, e.g. Health Safety and Wellbeing Service, SCC, 01785 355777

13. Housekeeping, cleaning & waste disposal

Chaselea has contractible arrangements with the Entrust cleaning services to ensure premises are cleaned daily, to minimise accumulation of rubbish. Chaselea also has its own arrangements for wet floor conditions to minimise risks of slips. All staff are aware of the correct procedure to follow when means of disposing of glass and other sharp object.

14. Handling & Lifting

Risk assessments to be completed by relevant Chaselea staff as and when required to do so, alternately Mrs Ahearn can be asked for help and training with regard to lifting/handling activities which will identify any precautions that need to be put in place to minimise manual handling tasks. Staff training in manual handling is given to all staff as part of their induction.

15. Jewellery [This should be repeated in school prospectus]

KS3 and KS4 Pupils are allowed to wear one pair of stud earrings and one ring. This is also after admission interview and discussion and in some circumstances be decided by at the discretion



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of the Headteacher/Deputy Headteacher



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16. Lettings/shared use of premises

Restrictions on use of equipment, staffing requirements, first aid provision, fire and emergency arrangements, standard operating procedures, agreeing responsibilities at school fetes and other fund raising events, emergency lighting, public entertainment license.

17. Lone Working

Staff who work alone should notify their line manager to ensure that the safe lone working practices/rules for staff who work alone are put in place and that contact arrangements and risk assessments are completed and being adhered to.

18. Maintenance / Inspection of Equipment (including selection of equipment)

Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept. When new equipment is required, the Headteacher/Deputy Headteacher will complete and report H&S checks stating if equipment needs to be repaired or replaced, records will then be kept in the H&S file.

19. Monitoring the Policy and results

The Headteacher/Deputy head carries out bi-annual H&S checklist, other checks or workplace inspections to monitor implementation of policy by staff, monitoring accident reports/trends, complaints. The Headteacher is responsible for ensuring the implementation of new and updated policies.

The school's health and safety performance is measured; KPI's reported upon every six months and annually reported to the LAB.

20. Poster on Health and Safety Law

The Headteacher is responsible for siting this poster and keeping it up to date.

21. Plant and Equipment Safety

There are various plant and equipment requiring periodic inspection, examination, including;

- All other extraction systems
- Fire Alarm Systems
- Emergency Lighting
- Fire Extinguishers
- All hand tools
- All power tools
- Electrical equipment
- Fixed electrical systems
- Gas boilers and Water Heaters
- Fan convector cleaning
- Water tanks and systems
- Heating control systems
- Intruder alarms

The School Business and Operations manager is responsible for maintenance of these items and for keeping records relating to checks.



22. Personal Protective Equipment (PPE)

PPE is to be provided free of charge where a risk assessment determines it to be necessary. The risk assessment should also determine the selection of equipment which is suitable. Users should make arrangements for periodic checking and maintenance of the PPE equipment whilst ensuring proper use and supervision of use.

23. Reporting Defects

Hazards should be reported to Headteacher/Business operation Manager as soon as possible to allow for interim measures to be taken pending rectification.

24. Risk Assessments

All staff are responsible for ensuring RA's are undertaken and that arrangements for undertaking special RA's (such as for staff who are pregnant or who have health problems) are completed. The Headteacher should also allow arrangements for staff to carry out periodic review of RA's

25. School Trips/ Off-Site Activities

Staff who are organising a school trip should complete EVOLVE online process, to be signed off by Headteacher, including relevant Risk Assessments.

26. School Transport – e.g. minibuses

The Driver is responsible for own medical examinations and license requirements. Only LA authorised drivers are allowed to drive students and pupil supervision arrangements must be made. A seating plan for the bus is to be considered, with staff sat in the seat nearest the doors.

27. Smoking

Chaselea operate a no smoking policy which complies with the law on smoking.

28. Staff Consultation and Communication

*H&S is a regular agenda item at SLT and whole school staff meetings, terms of reference of how staff can raise issues of concern or make suggestions for health and safety improvements. Staff are communicated to via SLN2 and staff meetings, where information about health and safety can be found. *There is a weekly SLT/SMT meeting that discusses health and safety.**

29. Stress and staff Well-being

*Chaselea conforms to with county arrangements to support staff that may be suffering or at risk of suffering stress. Chaselea is proactive in managing stress and wellbeing by considering working conditions and regularly reviewing welfare via auditing. *There is a team stress risk assessment.**

30. Supervision [including out of school learning activity/study support]

Supervision requirements for pupils during curriculum time (e.g. pupils must not be left unattended) and all other times when in care of school, classroom ratio is always two members of staff. SLT always discuss and agree suitable ratios for school.

31. Training and Development

*New staff are briefed about H&S arrangements by the *Bursar*, who is the health and safety coordinator for the school.*



32. Use of VDU's / Display Screens / DSE

Training for staff who make significant use of VDU's will be provided and advice provided on maximum time to be spent on VDU/display screens and DSE, without a break. Staff will also be made aware of the arrangements the county have for eyesight testing. Staff will also be provided with the county VDU policy. Staff should report any defects in workstation, health concerns to the Headteacher/Deputy head

33. Vehicles on Site

Rules for the management of vehicles on site, restriction on vehicle movement at certain times, segregation of large vehicles from pedestrian areas, restrictions on reversing vehicles, special arrangements for deliveries are all managed by the Chaselea Alternative Provision management.

34. Violence to Staff / School Security

All staff are responsible for site security e.g. keeping all external doors shut and by controlling visitor access by security control entrances. All staff and visitors must sign in when entering the site. Staff who are working with a greater risk of injury are highlighted and safe working procedures put in place. All staff are SCIPr trained at the earliest opportunity. Specific rules apply for maintaining the site and special training requirements are addressed are identified. All staff must report any incidents of verbal or physical abuse. All incidents of abuse to students or staff must be recorded on an incident form with copies placed in the appropriate folders and where necessary a copy should be sent to the LEA. Any further action to be taken will be at the Headteachers discretion.

35. Working at Height

Chaselea restricts the use of staff using unauthorised steps and ladders. All staff must receive initial training on the correct use of steps and ladders Staff are responsible for visually inspecting equipment before use and informing any defects to the SLT.

36. Water Hygiene

Water Hygiene Manuals will be kept in the [Bursar Office](#).

36. Work Experience

School placement officer is responsible for liaison with potential work placements, training requirements for work experience co-ordinators, arrangements for induction and supervision of students on work placement within own establishment.



Arrangements School Specific to Chaselea

▪ **FOOD TECHNOLOGY**

Teacher in charge **must ensure** that a general area risk assessment is carried out on the food technology room for the activity of food preparation and cooking **before** any activity begins. A **safe system of work** should then be developed from the risk assessment, and should include the following:

- Equipment should be robust and single purpose
- Equipment should only be used for the purpose they are intended for, in accordance with the manufacturer's instructions
- Any power leads should be the correct length to avoid tripping or accidental disconnection
- Power equipment should be positioned where the user will be least distracted
- All machines to be checked before use
- Long hair, loose clothing should be secured – jewellery should be removed
- Students should be trained on the use of all tools and equipment before using them
- Safety and behavioural rules should be in place and everyone aware of them
- Safety signs and notices to be displayed

Slips, Trips and Falls:

- Floor surfaces should be maintained in a good condition.
- All spillages should be cleaned up immediately they occur, and wet floor signs positioned if appropriate, e.g. spillage in main walkway.
- Students should be made aware of the rules for moving safely around the food tech room.
- Appropriate foot wear to be worn by staff and students.

Hot Food and Containers

- Students to be warned that hot ingredients can cause burns and scalds
- Wear appropriate protective clothing, e.g. oven gloves
- Open lids/remove film or foil away from face
- Check temperature of food before service/consumption

Cookers

- Cookers should be safely located away from circulation routes
- The number of students around a cooker at one time should be limited to ensure that there is adequate room for safe movement
- Staff should regularly check that pan handles are safely positioned on hobs
- The use of pan guards should be considered
- Students should be instructed in the safe use of cookers, the use of oven gloves and the positioning of pan handles on hobs

Microwave Ovens

- Prevent hot spots developing in foods and liquids being heated by stirring halfway through heating time.

Cuts and Lacerations



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An adequately equipped first aid box should be located in the food tech room, and it is recommended that at least one member of staff is trained in first aid.

Blades

- Knives and scissors should be kept sharp.
- Students should be taught a safe knife drill.
- Students using knives and sharp implements should be supervised.
- Knives should be stored safely and securely when not in use.
- Knives should never be left in sinks or washing up bowls.

Broken Glass/Crockery

Students must be instructed to report all breakages immediately, sweep breakages up and place in the metal bin in such a way that injury cannot occur.

Frying

- Ensure when frying that the oil does not overheat.
- Ensure a fire blanket of adequate size is available and that staff are competent in using these.

Deep Fat Fryers

- Students should be instructed in safe deep fat frying procedures.
- Ensure that oil does not overheat and food is dry to avoid spitting.
- Excess moisture should be removed from ingredients before cooking.
- Water should not be allowed to come into contact with hot oil.
- Ensure students do not put their face too close to cooking food to minimise risk of hot oil or steam contacting eyes.

Gas Leak

- If in the event of a suspected gas leak please call 0800 111 999 and report to the Gas emergency service
- The mains gas isolation valve is located to the left of the mains gas which is located to the lower right hand side of the boiler room when you open the boiler room door.

Food Allergies

The most common foods to cause allergic reactions (allergens), either directly or in their derivatives are, peanuts, tree nuts such as walnuts, almonds, brazil nuts and hazelnuts, milk and milk products, egg, fish, shellfish, soya, sesame seeds.

It therefore important to avoid, where possible, the use of allergenic foods that are more likely to have life-threatening consequences, and those that affect a higher proportion of people with allergies. Checks must be made to investigate if any of students suffer from allergies.

Food Poisoning

- Exclude any student suffering from sickness or diarrhoea
- Ensure everyone works hygienically
- Ensure utensils, equipment and work surfaces are maintained in a clean and hygienic condition, that they are washed between touching raw and cooked/ready to eat food, and all equipment is put away clean and dry at the end of the lesson

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- Ensure ingredients are within their use-by date and in good condition
- Store all high risk foods, e.g. meat, poultry, dairy products, in refrigerators at or below 5c
- Keep raw and cooked food separate, raw food below cooked/ready to eat food
- Ensure food, particularly meat and poultry, is thoroughly cooked all the way through
- Cool hot food quickly prior to storage
- Store perishable food in refrigerators
- If appropriate advise students about re-heating the food at home.

The teacher in charge is responsible for Health and Safety in Food Tech.

▪ **PHYSICAL EDUCATION AND GAMES**

All staff involved in Physical Education should refer to the 'British association of Advisers and Lecturers in Physical Education' (BAALPE) guidance booklet "Safe Practice in Physical Education".

All equipment and facilities should be inspected on a regular basis.

Risk Assessments should be carried out on all activities **before** taking place and shared with colleagues and pupils.

Clothing and Footwear

This must be appropriate to the activity. Watches, jewellery, rings, earrings and belts with buckles should not be worn and long hair should be secured (as appropriate to the activity). Wherever possible clothing allowing freedom of movement should be worn.

The teacher in charge of the lesson/session is responsible for Health and Safety in PE.

▪ **ALCOHOL, DRUG AND SOLVENT ABUSE**

People who work under the influence of alcohol, drugs or solvents are a hazard to themselves and the people they work with.

Staff must not attend work under the influence of drugs or alcohol and will be subject to disciplinary proceedings if necessary.

Please refer to the Drugs and Alcohol Misuse Policy for further information.

If there is a suspicion of staff or pupils involved in any of the above you should inform your manager immediately.

▪ **SCHOOL TRIPS/EDUCATIONAL OFF-SITE ACTIVITIES**

Off-site activities may include Outdoor Education Visits, field trips, residential visits and all types of adventurous activities. These activities place a great deal of responsibility on staff and volunteers who may become involved.

School visits are an essential part of the wider education of our children and young people. Pupils can experience places, cultures and activities that would otherwise be difficult for them to reach, and visits help in the development of confidence and independence.

However, it is crucial that visits operate under the strictest safety controls. Tragedies in the past have highlighted the need for the stringent procedures both before and during the visit. No activity or situation can ever be made totally safe but it is possible to control risks and to minimise the potential harm that can arise.

Chaselea has appointed the Headteacher as the Educational Visits Co-Coordinator (EVC). It is the EVC's role to:

- Liaise with the LA to ensure that visits meet Council's requirements, including those relating to risk assessment.
- Assess the competence of leaders and other adults taking students on visits.
- Organise training and induction of adults taking students on visits.
- Ensure that Criminal Records Bureau disclosures are in place.
- Provide parents with suitable information so they make a reasoned decision as to whether or not they will permit their child to take part in the visit.
- Organise emergency arrangements and ensure that there is an emergency contact for each visit.
- Keep records of individual visits, including accidents and near misses.
- Review systems and practices periodically.

The organising teacher who is planning for an off-site visit is responsible for the following:

- Making preliminary checks to ensure visit meets school and curriculum requirements.
- Carry out preliminary visit to the site to assess suitability.
- Obtain any necessary documentation (such as licences, certificates etc) from activity providers (EVC to ensure all relevant documents are obtained).
- Carry out accommodation check (EVC to ensure this is carried out where possible).
- Carry out initial risk assessment (EVC to ensure risk assessment carried out is satisfactory).
- Obtain initial approval for visit from the Headteacher.
- Enter details of the trips onto the EVOLVE system for formal approval by the Headteacher/LA.
- Obtain parental consent for visit, ensuring that information on identified risks is provided.
- Review risk assessment in light of information provided by parents .
- Ensure emergency procedures and contact lists are up to date .
- Monitor and review arrangements throughout course of visit
- Carry out review of the visit afterwards and ensure that any learning points are built into future plans and/or assessments (EVC to ensure that information is stored for future use)

Note: Failure to carry out suitable risk assessments is a criminal offence.

Risk Assessments will need to be reviewed during the course of the visit. Staff should take paper copies of risk assessments and blank assessment form with them.

Any incidents/accidents must be written in a detailed report and given to the EVC as soon as possible.

Health and Safety of Students on Education Visits Policy from is available via the Evolve system. All staff involved in any off-site trip must ensure that they read this policy.

All off-site visits must be logged in the school planner at earliest possibility. This is the responsibility of the organising teacher.

Information regarding pupils who take medication during school hours should be noted on the reverse of each form. If an off-site visit overlaps a medication time, the organising teacher should obtain that medication from the First Aider before the trip.



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GENERAL CLASSROOM SAFETY CHECKLIST

GUIDANCE: The following points are intended to act as a quick safety checklist for classroom teachers, and to help with risk assessments

	Yes/No
Are all exits and emergency routes free from obstruction?	
Are Fire Action notices clearly visible and up to date?	
Are all fire extinguishers free from obstruction?	
Are all fire exits clearly marked?	
Is the classroom free from trip hazards?	
Are all trailing cables removed and secure?	
Are desks and chairs in a safe condition?	
Is storage kept to low level?	
Are there any dangers from high level storage?	
Is the use of scissors and other sharp instruments controlled?	
Is all displays safe? Away from light fittings, heat source, no protruding sharp ends	
Are all cleaning products kept in a locked cupboard?	
Are risk assessments available for products labelled as being Harmful, Irritant, toxic or corrosive?	
Is all classroom equipment checked on a regular basis?	
Are heaters free from obstruction and secure?	
Are all windows and doors in a safe condition?	
Is all combustible material removed on a regular basis?	
Are rooms and store rooms kept in a safe a tidy condition?	



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KPIs from previous Health and Safety Audit – 29/02/2016, John Burdett

- Annual completion of the Premise Checklist in October each year.
- Annual completion of the Self Audit document in January each year.
- Annual completion of a Fire risk assessment.
- Structured review of the local health and safety policy.
- Annual review of the schools risk assessments.
- Annual H&S co-ordinators report to the LAB.



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