



Health and Safety Policy

Dated: March 2017

Review date: March 2018

This Policy Contains 4 sections

Section 1	The Health & Safety Policy Statement
Section 2	Information on organising for health and safety and the responsibilities of key people within Reach
Section 3	The detailed arrangements & procedures are in place for Health, safety and Wellbeing
Section 4	Key performance indicators which should be collated to ensure that health and safety performance is monitored

Section 1

Health and Safety Policy Statement

- 1.1 This policy statement supplements both the general statement of policy issued by Stoke on Trent City Council and the more detailed statement issued by the Government Education Department.
- 1.2 The Governing Body and Premises, Health & Safety Team of Reach recognise and accept their responsibilities both under civil and criminal law and also under Stoke on Trent's scheme delegation for local management of schools. As responsible employers and/or persons in control of premises, the requirement to provide a safe and healthy working environment for all employees is appreciated.
- 1.3 In compliance with the Health and Safety at Work Act, the Governing Body and the Premises, Health & Safety Committee of Reach will ensure, so far as is reasonably practicable, that:
- The premises are maintained in a safe condition.
 - Safe access to and exit from the premises is maintained.
 - All equipment is safe to use.
 - Appropriate safe systems of work exist and are promoted and maintained (including CDM procedures).
 - Sufficient information, instruction, training and supervision are available and provided.
 - Potential hazards and risks are managed through effective management and procedures
 - Arrangements exist for the safe use, handling and storage of dangerous articles and substances at work.
 - a. Chemicals will be stored out of all pupils reach – in fireproof cupboards which are locked at all times (COSSH).
 - b. All other cleaning substances will be kept in this same locked store room.

“A healthy working environment is maintained including adequate welfare facilities”.

- 1.4 The Governing Body and Reach Health & Safety Committee is committed to providing a working environment which actively promotes the health and wellbeing of all employees. The health and wellbeing of our employees is crucial to delivering an excellent service for our pupils and community. In addition to meeting its legal health and safety duties, Reach is therefore committed to proactively promoting good workplace health and enabling good workplace wellbeing.
- 1.5 In addition to the above commitment, the Governing Body and Premises, Health & Safety Committee also recognises its obligations to non employees. Where it is reasonably foreseeable that volunteers, members of the public, contractors etc are or may be affected by the school activities being carried on within the school boundary or otherwise, the Governors and Premises, Health & Safety Committee will make the necessary information, instruction, training and supervision available

to ensure the safety of those affected. As an educational institution which must set standards by example for its pupils, this commitment is seen as especially important.

1.6 Within the financial restraints dictated by the City Council, the Governors and Premises, Health & Safety Committee will ensure adequate resources are set aside from the total budget allocation for the policy statement to be properly implemented.

1.7 For the policy to be effectively implemented the school must have the full co-operation of employees and others who use the premises.
Employees are reminded of their own duties:

- To take care of their own safety and that of others and Team so that they may carry out their own responsibilities successfully.

1.8 All relevant Regulations, Codes of Practice and Standards will be complied with as necessary.

1.9 A copy of this statement has been provided to every member of Staff and they have signed to confirm their understanding. A copy is displayed in the lobby area of the building and it is available to download from the virtual staff room, which can be accessed internally and externally.. This policy statement and the accompanying procedures will be revised yearly or as and when necessary.

Signed _____
Angela Wedgwood
(Health and Safety Co-ordinator)

Signed _____
Lorna Matley
(Head of Centre)

Date _____

Date _____

Signed _____
Stewart Bray
(Chair of Governors)

Date _____

Section 2 **Health and Safety Organisation**

2.1 In order to ensure that health and safety issues are dealt with in accordance with this establishment's health & safety policy, the following organisational structure has been accepted by the Governing Body and Senior Management Team. Duties and responsibilities have been assigned to Staff as laid out below.

2.2 The Head Teacher (Ms Lorna Matley) Overall responsibility for the day to day management of health and safety in the school rests with the Head Teacher. As manager of the establishment and of all the activities carried on within it the Head will advise Governors of the areas of health and safety concern which need to be addressed by. Matters requiring particular consideration by the Head of Centre will include:-

- Health and Safety policy in place and effective in determining the Health & safety culture.
- Health & Safety leadership including staff roles and responsibilities.
- To ensure Health & Safety practice and procedures are implemented, communicated effectively and monitored effectively
- Adequate staffing levels for safe supervision of pupils.
- The delegated responsibility for maintenance of the premises.
- The purchase of equipment which meets appropriate safety standards
- The repair, maintenance and testing of school equipment.
- The provision of appropriate protective clothing where necessary.
- The purchase and maintenance of first aid materials and fire-fighting appliances.
- The funding of necessary safety training for staff.
- The reporting of Accidents (including violent incidents or traffic accidents)
- Plans in place for emergency preparedness (contingency)
- The arrangements for securing health and safety assistance from a competent source.
- A commitment to maintaining a healthy, active, positive workforce.

2.3 The Head Teacher may choose to delegate to other members of staff any or all of the duties associated with the above matters. It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Head Teacher from the overall day to day responsibilities for health and safety within the establishment.

2.4 The Health and Safety Committee

Name	Role
Stewart Bray	Governor (Chair) Safeguarding Governor
Lorna Matley	Head Teacher Health & Safety Manager
Angela Wedgwood	Business Manager

	Health & Safety Co-ordinator Fire Warden
Mark Lambert	Assistant Site Supervisor Health & Safety Representative Fire Warden
Shaun O'Leary	Art Teacher Health & Safety Representative Leading Fire Officer
Lee Hand	Senior Education Support Worker/Leisure Off-site co-ordinator/EVC First Aid Lead Fire Warden Health & Safety Representative
Steven Halfpenny	Senior Education Support Worker/Creative Music & Media Design & Technology Lead Fire Warden Health & Safety Representative

The Head Teacher will delegate to the Health and Safety Committee the majority of the duties that are linked with the overall responsibilities of Head Teacher (see roles above).

More specifically they will:

- Demonstrate commitment to the management of health & safety by:
 - i. Setting a good example to others
 - ii. Promoting good practice
 - iii. Identifying Health & Safety concerns and rectifying them through control measures
 - iv. Challenging poor Health & Safety performance or attitudes
 - v. Communicating regularly about Health & Safety
- To advise the Head teacher/Governing body on priorities, including Health and Safety, for the maintenance and development of the school's premises.
- Report to the Head Teacher/Governing body any situation which is unsafe or hazardous to health and which cannot be remedied from within the resources available.
- To ensure that the Reach Health and Safety Policy is kept up to date and in-line with LA/Government guidelines. To ensure that positive arrangements are in place to ensure that all staff and students are aware of and comply with its contents.
- To ensure that there are rigorous and comprehensive systems for active monitoring and auditing of health and safety management systems (i.e. inspections, risk assessments, emergency drills) and reactive monitoring (accident/incident investigation) and rectifying of identified faults within the School.
- To ensure there is adequate provision both in staffing, facilities and resources to allow the school to meet both its legal and moral obligations with respect to health, safety and welfare.
- To ensure that where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood.

- To monitor and ensure all staff receive and remain updated in relevant Health & Safety training.
- To oversee arrangements for repairs and maintenance. Arrange for the repair, replacement or removal of any item of furniture or equipment which has been identified as unsafe
- Liaise with and monitor as far as is reasonably practicable, the activities of contractors, (including catering and cleaning staff) visitors and others on site to ensure that any risks to the health and safety of staff and others are kept to a minimum.
- To make recommendations to the finance committee on Premises related expenditure and oversee premises-related funding bids.
- To oversee arrangements, including Health and Safety, for the use of Reach premises by outside users or for extended services.
- To ensure the security of Reach premises. Formulate and review the arrangements to be taken in an emergency and ensure that all involved are informed of the arrangements. Arrange for termly evacuation drills.
- Committee meetings to be arranged in-line with the termly meeting of the Reach Governing Body.

2.5 All Teaching/Support Staff

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 and off site e.g. school trips and visits.

Teachers/Support Staff shall:

- Be aware of the school's health and safety policy and procedures
- Ensure that appropriate safe working rules and procedures exist, practiced and brought to the attention of everyone concerned.
- Ensure that all accidents (including near misses) occurring are promptly reported and recorded using the appropriate forms.
- Ensure that all accidents are investigated with a view to preventing a recurrence.
- Ensure that adequate levels of supervision are available at all times.
NB pupils should never be left unsupervised.
- Identify specific staff health and safety training needs and notify the Head Teacher or H&S Co-ordinator.
- Consult with Senior Management or health & Safety Representative on any matters which may affect their health and safety whilst at work.
- Ensure that levels of first aid provision remain adequate for the activities being undertaken.
- Only permit practical work to be carried out by pupils after carrying out a risk assessment. The class size, the abilities and behaviours of the pupils involved the activities undertaken etc will all need to be considered.
- Ensure that safety instruction is given to all pupils prior to commencing practical sessions.
- Know the location of the nearest fire fighting equipment and first aid box, and know the emergency procedures in respect of fire/first aid/bomb scare etc.
- Report any defective equipment to the Caretaker or School Reception
- Propose for consideration any improvements which they consider would improve health and safety standards within the school.

- Prior to taking pupils off-site (including educational visits), staff are responsible for
 - ensuring that all activities have been risk assessed
 - the activity has been entered onto the Evolve system
 - an agreed adequate level of supervision is available
 - the health and safety arrangements of the activity provider have been checked

2.6 Site Janitor/Caretaker (Mark Lambert)

This member of staff will be responsible to the Head of Centre. Duties will include:

- Responsible for premises security at all times and keeping possession of the keys to the premises for emergency call out purposes.
- Ensure that all facilities are in a clean and acceptable state prior to any school use.
- Keeping a furniture inventory and arranging for the removal from service of any item of furniture, apparatus or equipment which has been identified as unsafe.
- Taking appropriate action when necessary to prevent injury to others on the site that might otherwise be exposed to unnecessary dangers e.g. erect barriers around open manholes etc.
- Ensuring that they are not involved in activities outside their limitations and that training has been received in the correct use of equipment.
- Ensuring that any personal protective equipment issued is suitable for the task and stocks are monitored regularly and replenished.
- Ensuring that first aid boxes are regularly checked and replenished with recommended contents only.
- Weekly fire alarm/sprinkler tests
- Ensuring that weekly/monthly/yearly safety checks (electrical, water, gas etc.) are carried out by the Buildings Management Company (Engie).
- Ensuring that all work is carried out in accordance with safe working practices issued by the school, the Authority (CDM) etc.
- Ensure that risk assessments and policies relevant to the building and role are carried out and kept up to date
- Ensure that the premises COSHH register is reviewed regularly and updated as appropriate
- Ensure lettings and community users comply with the service lettings policy, and Health & Safety procedures
- An active member of the Premises Health & Safety committee
- Assist in co-ordinating the termly health and safety audit, ensuring all areas of the establishment and all activities are covered.

2.7 All Employees

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 governing body and senior management of the school so that they may fulfil any legal requirements placed upon them as employers

and/or persons in control of premises.

- Report all defects in the condition of the premises or equipment to which they become aware.
- Ensure that all accidents (including near misses) occurring are promptly reported and recorded using the appropriate forms.
- Be aware of the procedure to be followed in the event of a fire or other serious emergency
- Make use of all necessary personal protective equipment provided for safety or health reasons.
- Follow all relevant codes of safe working practice and local rules.
- Report any unsafe working practices to the Head Teacher or Health & Safety Representative.

2.8 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. extinguishers etc
- Inform any member of staff of any situation which may affect their safety.
- Take part in regular fire/emergency drills to gain knowledge of evacuation procedures

Section 3

Health and Safety Arrangements

The following procedures and arrangements exist within the school:

Accident/incident Reporting

- Accident/Incident Folder – kept in Reception
- First Aid & Medicines Policy details procedures
- Reporting Procedures will be communicated to staff on induction and refreshed yearly at Whole staff meetings.

Audits

- These will be co-ordinated and monitored by the Premises Health & Safety Committee and any problems reported immediately to the Head Teacher and subsequently to The Governing Body.

Communication/Consultation

- Premises, Health & Safety Meetings held termly.

- Health & Safety is a permanent item on the weekly staff meeting agenda.
- Health & Safety information, policies, risk assessments and training on the Virtual Staff Room accessible on-site and off-site.
- Yearly Performance Management and development procedures for all staff.

Electrical Safety

- Any equipment which is found to be faulty is removed from use immediately reported to the caretaker immediately via caretakers message book.
- Annual PAT testing conducted by Engie and defective items removed immediately
- Design and Technology equipment SLA with Entrust for maintenance
- Kitchen equipment SLA with JLA for service and maintenance
- Staff personal items used in school to be PAT tested before use
- Students not to use personal equipment on site unless checked and authorised by the Head teacher.
- All electrical equipment bought in to the building by contractors/lettings has an up to date electrical test sticker/certificate.

Fire and/or emergency

- Emergency/Fire Procedure Folder – Kept in Reception
- Fire evacuation procedure displayed in all rooms
- Fire Marshall procedure and training for designated staff
- Assembly Points
(on and off-site)
- Fire Exits clearly marked
- It is the responsibility of the H&S Committee/Fire Safety Officer and Head of Centre to arrange for termly evacuation drills
- Weekly Fire Alarm/Sprinkler Tests
- Inspection of fire-fighting appliances
- Yearly Fire risk assessments
- Emergency Procedures and related policies will be communicated to staff on induction and refreshed yearly at Whole staff meetings. They are also uploaded to the virtual staff area which can be accessed on-site and off-site.
- Yearly on-line fire training for all staff. Staff Training matrix monitored by Premises, Health & Safety committee to ensure staff receive relevant training for their identified responsibilities.

First Aid

- First Aid & Medicines Policy
- All staff are qualified first aiders: however, our nominated first aiders are:

- Lee Hand (Nominated Team leader)
- Shaun O'Leary (Art Teacher)
- Carole Sherwin (Administrator/Receptionist)

Identified first aiders for Residential Trips:

- Kelly Tomkinson (Senior ESW Transition)
- Lorna Matley (Head Teacher)

- Clearly marked Location of first aid boxes:
 - The School Reception/Office
 - The School Reception/Officer – 2 x first aid boxes identified for off-site, plus eye wash station
 - Science Room (plus eye wash station)
 - Art Room (plus eye wash station)
 - KS3 Hub (office)
 - KS4 Hub (kitchen area)
 - Wellbeing Room
 - Gym
 - Cube
 - Cleaners Store
- First Aid Boxes are audited twice yearly. First Aid boxes will be restocked as necessary. Staff noting reductions in items should report this to the H&S Officer or Head.
- Training arranged every 3 years for all staff.

Hazardous Substances

- COSHH Register/Data Sheets/ Risk Assessments
- A record of all hazardous substances is kept in the COSHH register located in the school office. A review is undertaken annually and all out-of-date stock removed.
- All hazardous substances are kept in Fire safe units.
- The Caretaker, Art, Science, Design & technology & PHSE (Graffiti Art) teachers must undertake COSHH training to ensure they have the knowledge.
- CDM Procedures followed by Caretaker and contractors.

Inspections and Tests

- Engineering Inspection Schedule monitored by Premises, Health & Safety committee.
- General routine building safety checks are carried out by Engie (Building Management Company) and monitored by M Lambert (Caretaker)
- All portable electrical equipment is tested annually by Engie (Building Management Company).
- The fire alarm/sprinkler system is tested weekly by S O'Leary (Lead Fire Officer) and M Lambert (Caretaker).
- Water Log Book kept on site that records, weekly flushing of low use outlets, monthly temperature checks, annual inspections, risk assessments and action plans

Lettings/shared use of premises

- Lettings Policy/procedures and risk assessment are in place and reviewed annually.
- A Lettings folder is kept in the main office. Inductions of all new lettings are carried out to ensure they are aware of restrictions on use of equipment, first aid provision, fire and emergency arrangements.
- Certificates of Insurance and risk assessments are checked.

Lone Working

- Risk assessment reviewed regularly
- Caretaker risk assessment reviewed regularly
- CDM procedures followed by caretaker and contractors

Risk Assessment

- Risk register kept and monitored by the Premises, Health & Safety committee
- Risk assessments reviewed regularly
- Risk assessments available to staff on virtual staff room
- All staff made aware of risk assessment procedure on induction
- Students involved in risk assessment procedure
- All staff receive risk assessment training
- CDM procedures followed by caretaker and contractors

Security Procedure for Visitors and Contractors

- All visitors and contractors are asked to report to the Reception on arrival.
- All employees and others who have substantial access to pupils are checked for Enhanced DBS checked.
- Maintenance/extended works/checks carried out before or after school where possible.

Smoking Policy

- Smoking is not permitted on school premises.

Training & Development

- All staff receive Induction
- Staff training log kept and monitored at SLT meetings
- Staff training matrix monitored at Premises, Health & Safety Meetings and training updated as needed.
- Risk register and individual risk assessments identify required training.

Transport

- Identified minibus driver and training received
- Transporting students policy and risk assessment
- Individual student risk assessments
- Driver Licences and insurances checked.

Trips/Off-site Activities

- EVC co-ordinator (L Hand) Assistant EVC co-ordinator (S Halfpenny)
- All trips and off-site activities are recorded on the Evolve system and risk assessments carried out.
- All staff are aware of responsibilities for leading trips and appropriate training is received.

Staff health & Well being

- A work environment that supports and promotes physical activity; that helps employees to maintain their positive mental wellbeing while at work; that promotes sensible drinking of alcohol; and supports people to quit/reduce smoking.
- The promotion of positive wellbeing through the provision of up to date and informative materials and resources to help employees make healthy lifestyle choices.
- Promotion of all health and safety policies and practices.
- Reducing the risk of accidents and incidents.
- Consideration of flexible working applications
- Access to fresh drinking water
- A confidential counselling helpline
- Encouraging employees to increase their daily physical activity by removing barriers: providing bicycle parking area, showers and free access to gym facilities
- Providing an onsite catering facilities which has healthy options as well as providing employees with access to fridge, microwave and preparation area.
- Encouraging employees to take responsibility of their own health and wellbeing by helping to improve knowledge and behaviour
- Stoke-on-Trent city Council Absence Management and Stress Policies adopted.
- Counselling service available
- Occupational Health Service referral procedure
- Weekly staff meetings to share concerns
- Open door culture
- Termly staff team building activities
- Staff Well Being Surveys
- Staff Information Board

VDU's/Display Screens/DSE

- Annual check of all staff and procedures clearly communicated.
- Regular checks of equipment and replacement if necessary.
- Free eye checks available on request

Working at Height

- Risk assessment updated regularly
- Training for relevant staff (see training matrix)
- Classroom/teacher risk assessments completed
- CDM procedures followed by caretaker and contractors

Work placements for students

- All dealings with employers will go through Sally Hart, work place co-ordinator.
- A request is made to Sally Hart, who will then contact Staffordshire Partnership. An Inspection request is then made by SP who will carry out the necessary arrangements to ensure the safety of the working environment. The results of the assessments are then sent to SH. If given the all clear a letter is sent to parents confirming placement. Whilst students are on placement regular contact is made to ensure everything is going ok. Students will complete a work experience diary and an evaluation form is completed by the employer.

Section 4

Key performance Indicators

Health & Safety performance is monitored by the Premises, Health & Safety Team and reported to the Head Teacher and Governors on a termly basis, to determine where progress is being made and where further actions and resources may be required. The KPI indicators are monitored using the following sources:

- Percentage of Students (and Parents) that feel safe (evaluations)
- Staff Annual Audit
 - Feel safe
 - Understand procedures/roles and responsibilities
 - Communication
- Incident/Accidents recorded
- Repair and Maintenance issues reported/outstanding
- Fire drills carried out termly and logged
- Staff Absence (Work injury/Stress related)