



Author: CIE

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Legally Required Policy

Review Frequency - Annual

Birchwood High School Health & Safety Policy

The Governing Body of Birchwood High School acknowledges its statutory responsibility to comply with the requirements of the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 and will strive to achieve the highest standards of health, safety and welfare consistent with these responsibilities and other statutory and Common Law duties.

This Policy sets out how these duties will be conducted and includes a description of the establishment's organisation and its arrangements for dealing with different areas of risk.

This policy will be brought to the attention of all members of staff and will be available for perusal in the policies folder on the school website in the Staff Home Page under Policy Documents

Statement of Intent

The purpose of this document is:

- To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work and other activities at Birchwood High School.
- To provide adequate training to ensure employees are competent to do their work.
- To engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health.
- To implement emergency procedures – evacuation in the event of fire or other significant incident.
- To maintain safe and healthy working conditions, provide and maintain buildings, equipment and machinery and ensure safe storage/use of substances hazardous to health.
- To maintain a safe and healthy environment for all staff, students and visitors at Birchwood High School.

Overall and final responsibility for health and safety is that of the Governing Body

Day to day responsibility for ensuring this policy is put into practice is delegated to the School Business Manager

Personnel responsible for of specific areas of risk are listed in this Health and Safety Policy.

Principal

Roles and Responsibilities

Area of Responsibility	Designated Person	Annual review
Fire and Emergency Evacuation		
PEEPS	Anna Garner (SENCO)	Richard Law (Facilities Manager)
Emergency Evacuation Drills	Chris Heydinger (HoY8)	
Fire Marshals	Richard Law (Facilities Manager)	
Fire Signage	Richard Law (Facilities Manager)	
Annual service of Fire Safety Equipment	Richard Law (Facilities Manager)	
Annual Fire Alarm Service	Richard Law (Facilities Manager)	
Annual Emergency Lighting Service	Richard Law (Facilities Manager)	
Weekly check of Fire Break Glasses	Richard Law (Facilities Manager)	
Weekly check of Sprinkler System	Richard Law (Facilities Manager)	
Weekly check of Fire Doors	Richard Law (Facilities Manager)	
Daily check of Fire Exits	Richard Law (Facilities Manager)	
First Aid		
First Aid Records	Kay Farrell (Science Technician / Senior First Aider)	Kay Farrell (Science Technician / Senior First Aider)
First Aid Supplies	Kay Farrell (Science Technician / Senior First Aider)	
Medical Room	Student Receptionists	
Accident Reporting (incl RIDDOR)	Kay Farrell (Science Technician / Senior First Aider)	
Student Medication (e.g. asthma inhalers)	Emergency inhalers – B Block – Reception / C Block Science Prep Room	
Asbestos		
Authorising Officers	Richard Law (Facilities Manager)	Richard Law (Facilities Manager)
Management Surveys	Richard Law (Facilities Manager)	
Asbestos Log	Richard Law (Facilities Manager)	
Legionella		
Weekly Flushing Protocols	Richard Law (Facilities Manager)	Richard Law (Facilities Manager)
Monthly Temperature Tests	Richard Law (Facilities Manager)	
Shower/tap descaling	Richard Law (Facilities Manager)	
Control of Chemicals Hazardous to Health		
Material Data Sheets	Heads of Faculties (see list on page 4)	Richard Law (Facilities Manager)
COSHH Assessments	Heads of Faculties (see list on page 4)	

CLEAPSS	Heads of Faculties (see list on page 4)	
Catering		
Food Safety Training	Andrew Kadlec (Catering Manager)	Melinda Mulley (Assistant)
Allergens	Andrew Kadlec (Catering Manager)	
Hygiene/Environmental Health	Andrew Kadlec (Catering Manager)	

Roles and Responsibilities

Area of Risk	Controlled by	Annual review by
Risk Assessment		
Risk Assessments – Buildings/H&S	Richard Law (Facilities Manager)	Nicola Coop (School Finance Director)
Risk Assessment- Fire	Richard Law (Facilities Manager)	
Risk Assessment- Asbestos	Richard Law (Facilities Manager)	
Risk Assessment- Legionella	Richard Law (Facilities Manager)	
Risk Assessments – Contractors	Richard Law (Facilities Manager)	
Risk Assessments – Curriculum	Heads of Faculties (see list on page 4)	
Risk Assessments – Trips	Steve Connor (Trips Co-ordinator)	
Risk Assessments – Special Educational Needs	Anna Garner (SENCO)	
Risk assessment - Events	Individual Events co-ordinators	
Risk assessment - Severe weather	Richard Law (Facilities Manager)	
Risk Assessments – VDU equipment	Richard Law (Facilities Manager)	
Risk Assessments – Lone working	Richard Law (Facilities Manager)	
Risk Assessments – Pregnancy	Fiona Adeniji (Human Resources Manager)	
Maintenance of Equipment		
Local Exhaust Ventilation	Heads of Faculties (see list on page 4)	Richard Law (Facilities Manager)
Fume Cupboards	Heads of Faculties (see list on page 4)	
Curriculum Equipment	Heads of Faculties (see list on page 4)	
Grounds and Maintenance Equipment	Richard Law (Facilities Manager)	
Lighting	Richard Law (Facilities Manager)	
Security Alarm	Richard Law (Facilities Manager)	
Boilers and Heating	Richard Law (Facilities Manager)	
Fall Protection	Richard Law (Facilities Manager)	
Lightning Conductors	Richard Law (Facilities Manager)	
Ladders (incl ladder log)	Richard Law (Facilities Manager)	
Electrical (PAT and 5 yr fixed wiring)	Richard Law (Facilities Manager)	
Lifts	Richard Law (Facilities Manager)	
Personal Protective Equipment	Richard Law (Facilities Manager) & Heads of Faculties/Departments (see list below)	
Drains and Gullies	Richard Law (Facilities Manager)	

Gates and Fences	Richard Law (Facilities Manager)	
Minibuses – training/refresher courses/license & health checks/servicing & MOT	Mary Augustine (Marketing & Promotions Co-ordinator)	
Minibuses – Insurance	Nicola Coop / Finance Office	

Roles and Responsibilities

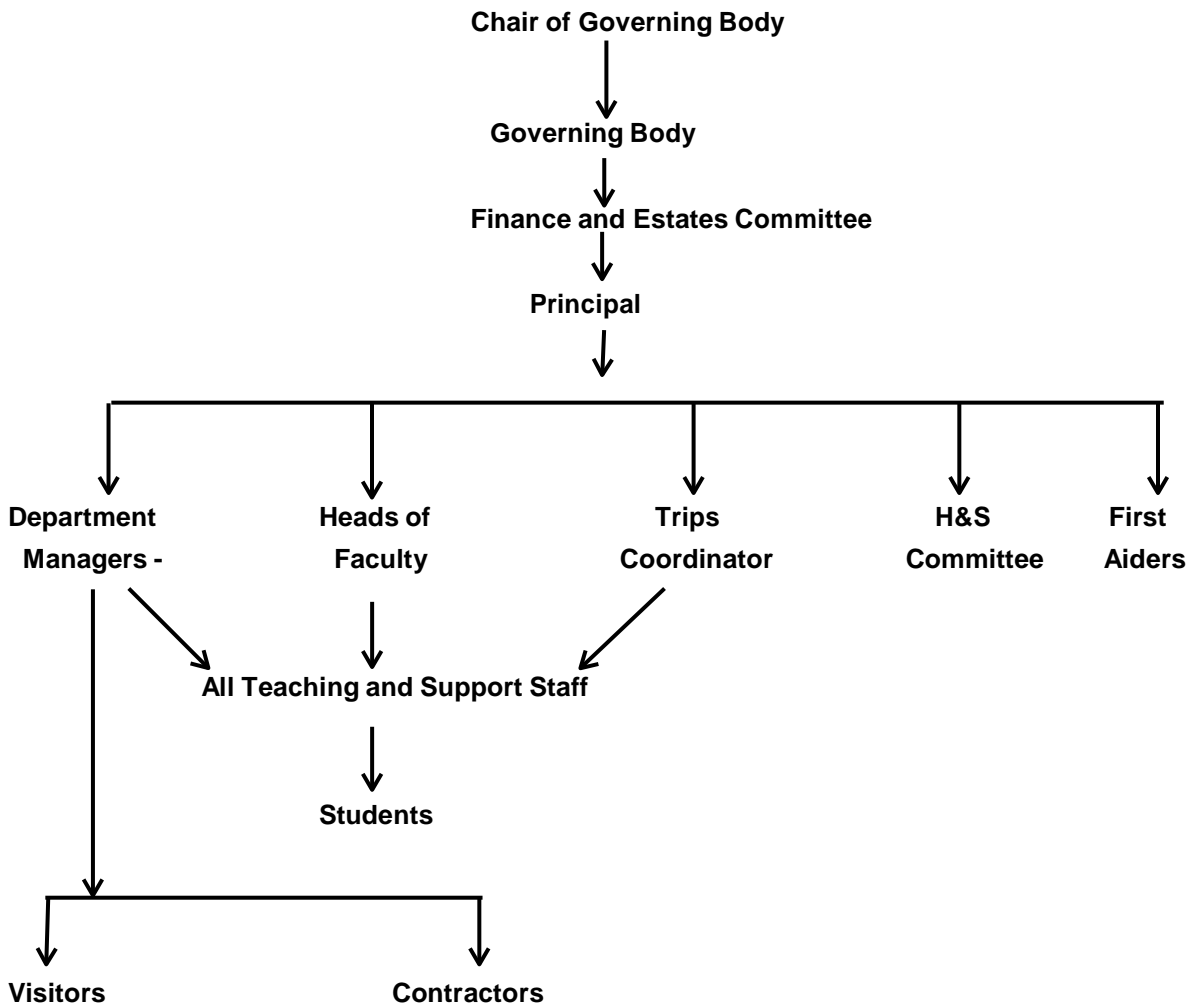
Training and Induction		
New Staff H&S Induction – Support Staff	Richard Law (Facilities Manager)	Richard Law (Facilities Manager)
New Staff H&S Induction – Teachers	Richard Law (Facilities Manager)	
Training Records	Richard Law (Facilities Manager) & Heads of Faculties/Departments (see list below)	
Facilities/H&S training	Richard Law (Facilities Manager)	

Heads of Faculties & Departments	
Name	Faculty / Department
Zara Bottier	English
Kevin Allen	Maths
Gerry Langan	Science
Katy Roderick	MFL
Imogen Diver	Geography
Will Morton	History
Hannah Waring	Humanities / RS
Darren Jones	PE
Diane Morrison	Art
Matt Grogan	Music
Steph Adams / Carlie Hussani	Dance / Drama
John Stephens	Technology
John Burrison	Network Manager (Information Technology)
Andrew Kadlec	Catering Manager
Kate Byers	Community Manager

Organisation

As the employer, the Governing Body of Birchwood High School has overall responsibility for Health and Safety.

At school level duties and responsibilities have been assigned to Staff and Governors as laid out below.



Responsibilities of the Governing Body:

The Governing Body is responsible for health and safety matters at a local level and has delegated powers to the Estates Committee for offering support and guidance for the Principal on all matters relating to health and safety. The Governing Body is ultimately responsible for:

- Formulating a Health and Safety Statement detailing the responsibilities for ensuring health and safety within the establishment;
- Reviewing the establishments Health and Safety Policy and performance annually;
Regularly reviewing health and safety arrangements and implementing new arrangements where necessary;
Providing appropriate resources within the establishment's budget for the implementation of the attached arrangements;
Receiving from the Principal or other nominated member of staff reports on health and safety matters and reporting to the Education Funding Agency or other body as necessary, any hazards which the establishment is unable to rectify from its own budget;
Seeking specialist advice on health and safety which the establishment may not feel competent to deal with;

- Promoting a positive health and safety culture and high standards of health and safety within the establishment.

Responsibilities of the Principal:

Overall responsibility for the day to day management of health and safety in the school rests with the Principal, Dr Chris Ingate.

As manager of the establishment and of all the activities carried on within it, the Principal will advise Governors of the areas of health and safety concern which may need to be addressed by the allocation of funds.

The Principal has responsibility for:

- Communicating the policy to all relevant parties;
- Ensuring there is an adequate system in place for undertaking risk assessments;
- The implementation and monitoring of the establishment's health and safety arrangements which form part of this policy;
- Ensuring all staff are provided with adequate information, instruction and training on health and safety issues;
- Ensuring that the establishment has emergency procedures in place.
- Reporting to the Education Funding Agency any hazards which cannot be rectified within the establishment's budget;
- Ensuring there is no misuse of plant, equipment etc.;
- Ensuring that the premises, plant and equipment are maintained in a serviceable condition;
- The provision of appropriate health and safety information to governors;
- Ensuring consultation arrangements are in place via the Health and Safety Committee are for staff and their trade union representatives (where appointed).

The Principal may choose to delegate certain tasks to other members of staff e.g. the School Business Manager but cannot delegate responsibility for Health and safety matters

Responsibilities of other teaching staff / non-teaching staff holding posts of special responsibility e.g. Heads of Faculty, Department Managers, Trips Coordinator, Facilities Manager and School Business Manager:

- To apply the school's Health and Safety Policy to their own area of work and be directly responsible to the Principal for the application of the health and safety procedures and arrangements;
- To maintain or have access to an up to date library of relevant published health and safety guidance from sources including the DfE, the Health and Safety Executive (HSE), Hertfordshire County Council (HCC), CLEAPSS etc. and ensure that all staff are aware of and make use of such guidance;
- To ensure regular health and safety risk assessments are undertaken for the activities for which they are responsible and that control measures are implemented;
- To ensure that appropriate safe working procedures are brought to the attention of all staff under their control;
- Resolve health, safety and welfare problems members of staff refer to them, or refer to the Principal or Line Manager any problems to which they cannot achieve a satisfactory solution within the resources available to them;
- To carry out regular inspections of their areas of responsibility to ensure that equipment, furniture and activities are safe and record these inspections where required;

- To ensure, so far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other employees and students to avoid hazards and contribute positively to their own health and safety;
- To ensure that all accidents (including near misses) occurring within their area are promptly reported and investigated using the appropriate forms available in the student and sports hall reception areas and the catering department ;
- To arrange for the repair, replacement or removal of any item of furniture or equipment that has been identified as unsafe.

Responsibilities of employees:

Under the Health and Safety at Work Act 1974 all employees have general health and safety responsibilities both to themselves and to others. Staff must be aware that they are obliged to take care of their own health and safety whilst at work along with that of others who may be affected by their actions.

All employees of the establishment have responsibility:

- To take reasonable care for the health and safety of themselves and others in undertaking their work;
- To comply with the school's health and safety policy and procedures at all times;
- To report all accidents and incidents in line with the reporting procedure;
- To co-operate with school management on all matters relating to health and safety;
- Not to intentionally interfere with or misuse any equipment or fittings provided in the interests of health safety and welfare;
- To report all defects in condition of premises or equipment and any health and safety concerns immediately to their line manager;
- To report immediately to their line manager any shortcomings in the arrangements for health and safety;
- To ensure that they only use equipment or machinery that they are competent to use or have been trained to use;
- To make use of all necessary control measures and personal protective equipment provided for safety or health reasons.

PART 3. ARRANGEMENTS

- Appendix 1 - Fire Evacuation and other Emergency Arrangements
- Appendix 2 - Fire Prevention, Testing of Equipment
- Appendix 3 - First Aid and Medication
- Appendix 4 - Accident Reporting Procedures
- Appendix 5 - Lone Working
- Appendix 6 - Health and Safety Information and Training
- Appendix 7 - Work Equipment
- Appendix 8 - Flammable and Hazardous Substances
- Appendix 9 - Moving and Handling
- Appendix 10 - Health and Safety Monitoring and Inspections
- Appendix 11 - Asbestos
- Appendix 12 - Risk Assessments
- Appendix 13 - Offsite visits
- Appendix 14 - Work at Height
- Appendix 15 - Display Screen Equipment
- Appendix 16 - Vehicles
- Appendix 17 - Lettings
- Appendix 18 - Contractors
- Appendix 19 - Minibuses
- Appendix 20 - Stress
- Appendix 21 - Legionella
- Appendix 22 - Security

FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The Principal is responsible for ensuring the fire risk assessment is undertaken annually and implemented following guidance contained in the HCC Fire Safety Guidance documents available at http://www.thegrid.org.uk/info/healthandsafety/fire_safety.shtml

The fire risk assessment is located with the Fire Log Book and reviewed on an annual basis.

Fire Instructions

These documents are made available to all staff and included in the establishment's induction process.

An outline of evacuation procedures are made available to all contractors / visitors and are posted throughout the site.

Emergency exits, fire alarm call points, assembly points etc. are clearly identified by safety signs and notices.

EMERGENCY PROCEDURES

Fire and Evacuation

Fire and emergency evacuation procedures are detailed in the Staff Planner and a summary posted in each corridor.

These procedures will be reviewed at least annually.

Emergency contact and key holder details are maintained by the Facilities Manager and the School Business Manager (as detailed on page 3).

Fire Drills

Fire drills will be undertaken termly, and a record kept in the Fire log book;

Fire Fighting

The safe evacuation of persons is an absolute priority. Suitably Trained staff may only attempt to deal with small fires, if it is safe to do so without putting themselves at risk, using portable firefighting equipment.

Ensure the alarm is raised BEFORE attempting to tackle a fire.

Details of service isolation points (i.e. gas, water, electricity) and Material Safety Data Sheets for Chemicals and flammable substances. These will be kept by the Facilities Manager and Head of Faculty (as detailed on page 3), as appropriate, for consultation.

Personal Emergency Evacuation Plans (PEEPS)

Birchwood High School positively promotes inclusion and will take all reasonable steps to ensure that children/young people or staff who might be classed as Special Educational Needs or Disabilities (SEND) are not discriminated against or treated less favourably than others.

To ensure the safety of all persons in an emergency situation the school will create Personal Emergency Evacuation Plans (PEEPs) where a need has been identified.

The school will update its risk assessments and PEEPs either on an annual basis, where the health & safety needs of the individual change, after an incident or where there are changes within the establishment that may affect the individual. Where changes need to be made they will be discussed with all affected parties.

The roles and responsibilities of staff and the governing body/ senior leadership team, with regard to supporting those needs, will be identified from those discussions and will also be based on the results of risk assessments. These will all be recorded and reviewed either annually or where there is a change in circumstance.

In order to support an individual with complex health needs appropriate members of the governing body and staff will receive training and training updates.

INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT

TESTING OF THE FIRE ALARM SYSTEM

Fire alarm call points will be tested weekly in rotation by the Facilities Team and a record kept in the Fire log book. Normally regular testing of fire alarms will occur on Fridays between 4.00 and 5.00 p.m.

Any defects on the system will be reported immediately to the alarm system maintenance contractor (TVF Integrated Fire and Security Solutions)

A fire alarm maintenance contract is in place, currently with TVF Integrated Fire and Security Solutions, and the system is tested annually by them. Smoke and heat detectors are also tested on a regular basis by TVF Integrated Fire and Security Solutions.

INSPECTION OF FIRE FIGHTING EQUIPMENT

An annual maintenance service of all firefighting equipment is carried out by an approved contractor

Weekly the Facilities Team checks all firefighting equipment for any evidence of tampering and ensures that it is available for use and is operational and.

Defective equipment or extinguishers that need recharging are taken out of service and reported to the fire equipment maintenance contractor.

EMERGENCY LIGHTING SYSTEMS

These systems are checked monthly by the Facilities Team and annually by the alarm maintenance contractor.

Test records are located in the site's fire log book.

SPRINKLER SYSTEMS

These systems are checked monthly by the Facilities Team and annually by the sprinkler maintenance contractor, Fire Security.

Test records are located in the site's fire log book.

MEANS OF ESCAPE

Daily the Facilities Team checks for any obstructions on exit routes and ensures all final exit doors are operational.

FIRST AID AND MEDICATION

FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:

Sports Centre
 Birchwood Development Centre
 Science Prep Room
 Student Reception

All First Aiders holding a First Aid at Work qualification have their own First Aid kits and take responsibility for ensuring that the contents are complete and up to date.

In addition all PE staff have First Aid travel bags for use when remote from the school site e.g. sports fixtures

Kay Farrell is responsible for regularly checking that the contents of first aid kits are complete and replenished as necessary. A check is made at least termly.

The Principal will ensure that First Aiders have a current certificate and that new persons are trained should first aiders leave.

The minibus drivers will regularly check that school vehicles are fully equipped with first aid boxes.

Transport to hospital: If the First Aider considers it necessary, the injured person will be sent directly to hospital (normally by ambulance). Parents and/or guardians will also be informed. No casualty should be allowed to travel to hospital unaccompanied and an accompanying adult will be designated in situations where the parents cannot be contacted.

Staff can use their own vehicles to take students to hospital in an emergency but they should be accompanied by another member of staff

The school will follow the procedure for completion of incident/accident records in accordance with Appendix 4

Blood Spillages

HSE on Protection from blood borne viruses and basic infection control will be followed.

Administration of medicines

All medication will be administered to students in accordance with the Supporting Students with Medical Needs Policy

No member of staff should administer any medicines unless a written request has been made by the parent or carer.

The only medication kept and administered within school are those prescribed specifically for a student at the request of the parent / carer and with the consent of the Personalised Learning manager. Records of administration will be kept within the Personalised Learning department.

All medications kept in school are securely stored with access strictly controlled.

Where children need to have access to medication i.e. asthma sufferers, it will be kept in Student Reception and clearly labelled.

Staff undergo specific awareness training related to health conditions and administration of medicines (e.g. diabetes, epilepsy, anaphylaxis etc.) as appropriate.

ACCIDENT REPORTING PROCEDURES

- ALL accidents, near misses or dangerous occurrences involving staff, students, visitors (including parents and contractors) must be recorded on and Accident Report Form held in Student Reception or in the Sports Hall (for external hirers/out of hours use of hall)
- An Accident Form must be completed by the member of staff attending in conjunction with the casualty even if the only treatment is reassurance.
- All major incidents involving serious injury or death are RIDDOR reportable (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.) in the following circumstances:
- Injuries* to **NON EMPLOYEES** of the school (students, visitors, parents) resulting in the casualty being taken straight to hospital from the site IF the accident happens during a supervised session (in classroom or outside) where the injury arose from a curriculum session e.g. PE or is attributable to a lack of supervision, plant or equipment, the condition of premises.
 - These are reportable to the Health and Safety Executive by law within 10 days of the incident occurring. Complete an Accident Form and speak to School Business Manager immediately.
 - Further information regarding reporting injuries to students is available on the **HSE Website** available at <http://www.hse.gov.uk/riddor/reportable-incidents.htm>
- Injuries to **EMPLOYEES** of the school or **CONTRACTORS**
 - If the Injury results in hospital admittance for 24 hours, unconsciousness or an inability to conduct normal work duties for over 7 days ** (including weekends) it is reportable to the Health and Safety Executive by law within 10 days of the incident occurring. Complete an Accident Form and speak to School Business Manager immediately.

*** Reportable major injuries include the following:**

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

**** Reportable over-seven-day injuries**

If there is an accident connected with work (including an act of physical violence) and an employee of the school, or a self-employed person working on the school premises, suffers an over-seven-day injury you must report it to the enforcing authority within ten days.

An over-7-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than seven days.

Near Misses or Dangerous Occurrences

Dangerous occurrences are certain listed near-miss events. They are incidents that could, but did not, result in injuries to employees, students and others. Not every near-miss event must be reported; a full list of reportable dangerous occurrences is available by following the link <http://www.hse.gov.uk/riddor/reportable-incidents.htm>

LONE WORKING

Ideally staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Any member of staff working outside of normal hours or during school holidays should try to ensure that at least ONE other colleague is also on site or carry a mobile phone with them with relevant contact numbers programmed into it.

During holiday periods the school is open from 9.00 am – 4.00 pm.

If there are issues that cannot be resolved, the Facilities Team will contact the Facilities Manager.

The duty member of SLT will ensure that contact details are shared with both the Facilities Manager.

Lone Working Guidelines:

1. To be classed as working alone does not mean that the person has to be working in complete isolation all of the time. The definition of lone working is 'A worker whose activities involve a large percentage of their working time operating in situations without the benefit of interaction with other workers or without supervision'.
2. People who work alone face the same hazards in their daily work as other staff. However, for lone workers the risk of harm is often greater. The school will carry out risk assessments to identify any risks to the health and safety of staff who work alone.
3. Where it has been identified that a member of staff has been exposed to any significant risks the school will take steps to ensure that the risks are either removed or adequately controlled. Control measures may include instruction, training, supervision, protective equipment etc.
4. Where it is not possible for the work to be completed safely by a lone worker, arrangements for providing help or backup will be put in place.
5. Anyone working alone should have access to a telephone and first aid equipment. They should also be aware of accident reporting procedures. When working alone off site, for example in the case of visiting other schools/places of training etc. signing out protocols must be followed, indicating an estimated time of arrival back on site.
6. Staff should not use ladders and scaffold towers unless they have received appropriate training. Ladders and scaffold towers should not be used by anyone working alone.
7. Staff should not use hazardous equipment e.g. circular saws unless they have received adequate training. Even if training has been received, staff working alone should not use dangerous machinery, and for all other equipment, safe systems of work must be implemented.
8. The most common accidental injury at work is manual handling. The school will ensure that staff are given information and training to enable them to make instant evaluation of the risks involved in lifting or handling heavy or awkward loads. Where a risk assessment identifies that a lifting and handling task cannot be carried out safely by a lone worker the lone worker should request additional staff to assist.
9. Lone workers are particularly at risk if a fire occurs this is because they are less likely to be aware of a fire until they themselves see or smell it. Lone workers should always be aware of the appropriate access routes out of the building from their place of work. These routes should be kept clear at all times.
10. Some workers may be required to work with and handle hazardous chemicals.. It is essential that lone workers know what substances or agents they are using, the hazards, what precautions are needed, and what to do in an emergency such as accidental spillage. They should be trained in the use of personal protective equipment (PPE) and there should be clear procedures for reporting any defects in PPE and for exchanging it immediately.
11. Staff must not access roofs or enter spaces where they might fall or become trapped.
12. Staff should avoid using lifts.
13. When working in the dark carry a torch.

14. When leaving the building limit the amount being carried and keep on hand free.
15. Staff must not work alone if they have a medical condition that could result in them becoming incapacitated or unconscious.
16. If, on arrival at school there are signs of intruders, do not enter the building – call 999 immediately
17. Staff / Contractors working in isolated areas during closure periods must ensure that they sign in on entry to the building and sign out on exit (signing in books are located in the student and main reception areas. Before leaving the school the Facilities Team will check that all staff who have signed in have exited the building.
18. Anyone working alone should advise a relative, friend or neighbour of the time that they should be returning home. If they do not arrive home by that time, arrangements should be made for a search of the premises.

HEALTH AND SAFETY INFORMATION & TRAINING

CONSULTATION AND COMMUNICATION OF INFORMATION

Consultation

Birchwood High School Health and Safety Committee meets termly and has representatives from Facilities Staff, Teaching Staff, Support staff, Senior Leadership Team, Lettings Team and the Governing Body.

The Finance & Estates Committee meets termly to discuss health, safety and welfare issues affecting staff, students or visitors.

Health and Safety Committee meeting minutes are displayed on the notice boards in the staffroom and B Block kitchen and are shared with the Finance and Estates Committee.

Communication of Information

The Health and Safety Law poster is displayed in the staff room, B Block kitchen and in the main school kitchen.

The Education Health and Safety Team, Tel: 01992 556478 provide competent health and safety advice for schools.

HEALTH AND SAFETY TRAINING

- Health and safety induction training will be provided and documented for all new employees when joining Birchwood High School.
- The Principal is responsible for ensuring that all staff are provided with adequate information, instruction and training and identifying the health and safety training needs of staff.
- Employees will be provided with :
 - induction training in the requirements of this policy
 - update training in response to any significant change
 - training in specific skills needed for certain activities, (e.g. use of hazardous substances, work at height etc.)
 - refresher training where required

Catering training records are held by Andrew Kadlec, Catering Manager.

Facilities Team training is recorded by the Richard Law, Facilities Manager.

First Aid training is recorded by Kay Farrell

IT training is recorded by John Burrissson, IT Manager

Curriculum training is recorded by Heads of Faculty

Each member of staff is also responsible for drawing the Principal's / line managers' attention to their own personal needs for training and for not undertaking duties unless they are confident that they have the necessary competence.

WORK EQUIPMENT

All staff are required to report to the Facilities Manager any problems found with plant/equipment, damaged electrical apparatus or wiring - including portable equipment and permanent wiring.

Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair / disposal.

Electrical Safety

All staff should monitor the condition of plugs, cables and electrical equipment prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by the Facilities Team.

Personal items of equipment (electrical or mechanical) must not be brought into the school without prior authorisation and subjected to the same tests as school equipment.

Major fixed wiring circuits will be checked at least once every five years.

Curriculum

Heads of Faculty are responsible for ensuring maintenance requirements for equipment in their areas are identified and implemented.

The Facilities Manager will identify all work equipment and ensure that risk assessments are carried out, identifying any relevant servicing / routine maintenance / inspection regimes, training or instruction needs, personal protective equipment requirements and authorised users.

The equipment overleaf has been identified as likely to involve a specific health and safety risk and details are given below on inspection, use and repair:

Personnel Responsible for working equipment

EQUIPMENT	RESPONSIBLE PERSONS (WHO CAN ASSESS RISK)	AUTHORISED USERS OF THE EQUIPMENT	AUTHORISED PERSONS FOR INSPECTION AND REPAIR	INSPECTION PERIOD (E.G. TERMLY, ANNUALLY)
Access equipment e.g. ladders, tower scaffold	Facilities Team	Facilities Team	Facilities Team	Ladders termly Tower scaffold on erection and weekly thereafter if left in situ
Caretaking/ cleaning equipment including hand	Facilities Team	Facilities Team	Facilities Team	<i>Visual on use, periodically following manufacturers advice</i>
Grounds maintenance equipment	Facilities Team	Facilities Team	Facilities Team	<i>Visual on use, periodically following manufacturers advice</i>
Gas appliances (includes school catering equipment, boilers, food tech etc.)	Facilities Team	Faculty Staff	Gas Safe contractor	Annually
PE and play equipment	Facilities Team	Faculty Staff, Students, external hirers	Approved contractor	Annually
LEV, dust extraction /fume cupboards	Facilities Team/Faculty Staff	Faculty Staff, Students, external hirers	Approved contractor	Annually
Technology Equipment	Facilities Team/Faculty Staff	Faculty Staff, Students, external hirers	Approved contractor	Annually period.
Art/Design Equipment	Facilities Team/Faculty Staff	Faculty Staff, Students, external hirers	Approved contractor	Kilns - annually
Portable electrical equipment	Facilities Team	Facilities Team	Facilities Team	Annually
Lifts/lifting equipment	Facilities Team	Facilities Team	Approved contractor	Lifts annually Hoists/slings for people – 6 monthly

FLAMMABLE AND HAZARDOUS SUBSTANCES

Within curriculum areas (in particular Science, DT and Art) heads of faculty are responsible for the control of substances hazardous to health and ensuring that model risk assessments contained in contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

Every attempt will be made to avoid or choose the least harmful substances which fall under the "Control of Substances Hazardous to Health Regulations 200" (the "COSHH" Regulations).

They shall ensure:

- an inventory of all hazardous substances used on Facilities is compiled and regularly reviewed.
- material safety data sheets are obtained from the relevant supplier for all such materials.
- risk assessments are conducted for the use of hazardous substances (generic risk assessments are available for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on Facilities)
- all chemicals are appropriately and securely stored out of the reach of children
- all chemicals are kept in their original packaging and labelled (no decanting into unmarked containers)
- suitable personal protective equipment (PPE) has been identified and available for use
- Chemicals are disposed of correctly by an approved contractor.
- Personal Protective Equipment (PPE) is provided free of charge where the need is identified as part of the risk assessment.

RADIOACTIVE SOURCES

- The school follows CLEAPSS guidance in Managing Ionising radiations and Radioactive sources.
- HCC's Radiation Protection Officer is the Mr T William-Powlett
- CLEAPSS provide the Radiation Protection Adviser (RPA) service for HCC
- The Science department is in charge of Radioactive Sources and for ensuring that all records pertaining to radioactive sources are maintained

LIFTING AND HANDLING

MANUAL HANDLING OF LOADS

Generic risk assessments for manual handling are undertaken and staff provided with information on safe moving and handling techniques.

All manual handling activities which present a significant risk to the health and safety of staff, whether they involve the manual handling of people or objects, will be reported to / identified by the Facilities Team who will arrange for a risk assessment to be carried out.

Where it is not reasonably practicable to eliminate these activities a risk assessment should be made and the risk reduced as far as is reasonably practicable.

The written risk assessment will be provided to employees who must follow the instruction given when carrying out the task.

Staff should ensure they are not lifting heavy items and equipment unless they have received training and/or equipment in order to do so safely.

HEALTH AND SAFETY MONITORING AND INSPECTION

A general workplace inspection of the site will be conducted termly and be undertaken / co-ordinated by the Facilities Manager.

Monitoring inspections of individual faculties will be carried out by Heads of Faculty.

Advice and pro forma inspection checklists can be found in the HCC Education Health and Safety Manual available at <http://www.thegrid.org.uk/info/healthandsafety/manual.shtml#p>

Inspections will be conducted jointly with the establishment's health and safety representative(s) if possible.

Regular Health and Safety Audits take place that are discussed by the Finance and Estates Committee and recommendations are implemented by the school.

A named governor will be involved / undertake inspections on an annual basis and report back to the Finance and Estates Committee and full Governing Body meetings.

ASBESTOS

The Governing Body follows asbestos guidance laid down by the Health and Safety Executive available on the [HSE Website](http://www.hse.gov.uk/asbestos/detail.htm) available at <http://www.hse.gov.uk/asbestos/detail.htm>.

The Facilities Team have received asbestos training and major asbestos surveys are carried out (HCC survey carried out in 1999 and a survey carried out by ALS Ltd in 2013).

Individual surveys are carried out before all major works.

The asbestos register is held in the Facilities Team office and will be made available to all staff and visiting contractors prior to any work commencing on the fabric of the building or fixed equipment.

No work can commence until the Asbestos Register has been checked and permission to work has been given by the Asbestos Authorising Officer to confirm that those undertaking the work are fully aware of the location of all known asbestos.

The Facilities Team are the Establishment's Asbestos Authorising Officers who undertake training every 3 years. The authorising officers shall ensure:

- The asbestos log is maintained.
- All work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.
- An annual visual inspection of asbestos containing materials on site is conducted and recorded in the asbestos log.
- Implementing the Asbestos Management Plan and managing the risks proportionally in line with recommendations made from the annual asbestos inspection
- Recording all risk management actions including air test monitoring, encapsulation and removal to ensure an accurate record of asbestos condition and location is maintained.
- Ensuring the asbestos log is consulted at the earliest possible opportunity in the planning process for works and that all work on the fabric of the building or fixed equipment is entered in the permission to work log and signed by those undertaking the work.

Please note that even drilling a hole or pushing a drawing pin into asbestos containing materials may result in the release of fibres into the air.

Under no circumstances must staff tamper with the fabric of the school buildings, including any drilling or attempting to affix anything to walls without the use of a suitable pin board or notice board. Staff must ask the Facilities Manager for help in all cases.

Any damage to materials known or suspected to contain asbestos should be reported to the Facilities Manager.

Any contractor or individual who is suspected to be carrying out unauthorised work on the fabric of the building must be reported to the Facilities Manager.

RISK ASSESSMENTS

General Risk Assessments

School risk assessments will be co-ordinated by the Facilities Manager.

Specific risk assessments relating to individual persons, e.g. staff member or young person/student are held on that person's file.

Risk assessments will be reviewed on an annual basis or when the work activity changes, whichever is the soonest and staff are made aware of any changes to risk assessments relating to their work.

Pregnancy Risk Assessment

Assessments on new and expectant mothers will be undertaken by the HR Manager following guidance contained in the HCC Health and Safety Manual. Available at <http://www.hse.gov.uk/asbestos/detail.htm>.

It is the responsibility of staff to inform their line manager as soon as they know they are (or are no longer) pregnant.

The risk assessment will be reviewed on a regular basis as the pregnancy progresses.

Curriculum Activities

Risk Assessments for Curriculum activities will be carried out by relevant Heads of Faculty and subject teachers using relevant Health and Safety Codes of Practice for Design & Technology, Science, Art, PE etc. Risk Assessments for students with Special Educational Needs will be carried out by the SENCO or SEN Lead.

OFFSITE VISITS

Offsite visits will be organised following guidance contained in the Hertfordshire County Council Offsite Visits website available at <http://www.thegrid.org.uk/info/healthandsafety/visits/notifications.shtm>

The school uses the EVOLVE system for planning, notification and approval of all levels of offsite visits. It is also used for notifying the Local Authority of visits which include self-led adventurous activities, fieldwork trips to open or "wild" country, and all trips overseas.

All Offsite Visit activities must be risk assessed using relevant HCC forms, these assessments are monitored and reviewed by the Principal or nominated member of the Senior Leadership Team.

WORK AT HEIGHT

Work at height activities from where a person could fall a distance liable to cause personal injury present a significant risk, all such activities should be avoided where it is reasonably practicable to do so.

Where this is not possible a risk assessment must be conducted and the risk reduced as far as is reasonably practicable.

The establishment's nominated person responsible for working at height is the Facilities Manager. The nominated person(s) shall ensure:

- all work at height is properly planned and organised;
- the use of access equipment e.g. ladders and scaffold towers is restricted to authorised users;
- all those involved in work at height are trained and competent to do so;
- the risks from working at height are assessed and appropriate equipment selected;
- ladders are checked termly;
- all access equipment is inspected and maintained;

DISPLAY SCREEN EQUIPMENT (DSE)

Advice on the use of DSE is available from the HSE website available at <http://www.hse.gov.uk/msd/dse/guidance.htm>

All staff who use computers as a significant part of their normal work (significant is taken to be continuous of an hour at a time) e.g. admin staff, should have a DSE assessment carried out by the Facilities Manager.

Those staff identified as DSE users shall be entitled to an eyesight test for DSE use, every 2 years by a qualified optician (and a contribution towards corrective glasses if required specifically for DSE use).

VEHICLES ON SITE

Vehicular access to the school is restricted to school staff and visitors only and not for general use by parents / carers when bringing students to school or collecting them.

Electronically operated gates are in place to ensure the safety of students during the school day and they will be open for access as follows:

- 6.00 am to 8.45 am The gates will be **OPEN**
- 8.45 am to 3.25 pm The gates will be **CLOSED**.
- 3.25 pm to 3.45 pm The gates will be **OPEN**
- 3.45 pm to 4.30 pm The gates will be **CLOSED** for clubs
- 4.30 pm to 10.30 pm The gates will be **OPEN**
- 10.30 pm. to 6.00 am The gates will be **CLOSED**

The student's pedestrian access shall be kept clear of vehicles.

Entry to the main car park is restricted between 8.15 am and 8.45 am and between 3.25 pm and 3.45 p.m.

During these times the gates are manned by the Facilities Team and parents must turn right immediately on entry to the car park, drop off or pick up students and exit the site immediately by turning left out of the exit.

The access from the road shall be kept clear for emergency vehicles.

The vehicle access gates must not normally be used for student's pedestrian access. If an event is being held outside of normal school activities for which this is the sole access, then all due care must be taken to ensure the safety of those passing through these entrances.

LETTINGS / SHARED USE OF PREMISES

Lettings are managed by School Lettings Solutions (SLS) in accordance with the Service Level Agreement between Birchwood High School and SLS. Liaison between SLS and the school is managed on a day to day basis by the Community Manager. Health and Safety for out of hours lettings is managed on a day to day basis by SLS in liaison with the Community Manager and Facilities Manager.

CONTRACTORS

All contractors must report to the visitor reception where they will be asked to sign the visitors book and wear an identification badge. Contractors will be issued with guidance on fire procedures, local management arrangements and vehicle movement restrictions.

The Facilities Manager is responsible for monitoring areas where the contractor's work may directly affect staff and students and for keeping records of all contractor work.

MINIBUSES

The Minibus Driver is responsible for the undertaking checks on and the operation of minibuses following guidance contained in the HCC Guidance available at: <http://m.hertsdirect.org/services/transtreets/rsu/driving/advice/minibus/>

All minibus drivers will receive training by the HCC Road Safety Unit and drivers will be issued with a copy of the code at the training sessions.

All minibuses are leased and are maintained in accordance with the requirements of the leasing company. All required maintenance is organised by the Minibus driver and the Marketing and Promotions Co-ordinator.

STRESS

The school and governing body are committed to promoting high levels of health and wellbeing and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE Management Standards available at:

<http://www.hse.gov.uk/stress/standards/>

Staff are encourage to speak to their line manager should they have concerns about their health and wellbeing. Line mangers have a responsibility to staff to respond to any concerns raised by employees and should closely monitor the workloads of their staff.

The School offers and Employee Assistance Programme supplied by the Education Support Partnership. The service offers free confidential advice and information 24 hours a day, 365 days a year Tel: 0800856148.

LEGIONELLA

The school complies with advice on the potential risks from legionella as identified on HSE website available at: <http://www.hse.gov.uk/legionnaires/>

The Facilities Team will be responsible for

- identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.

Where necessary water temperature checks will be undertaken on a monthly basis.ensuring that any showers or other areas where water droplets are formed are disinfected and descaled on a quarterly basis.

Inspecting water tanks for compliance

SECURITY

The Governing Body sees security as a necessary part of managing the school and pays particular regard to the security of staff, students, visitor and contactors while on site in order that everyone can feel safe in their working environment.

The Finance and Estates Committee are responsible for the Birchwood High School Security and CCTV Policies that are reviewed every 4 years.