



## Health and Safety Policy

Reviewed: September 2023

Review date: September 2024

Person Responsible for Policy - JMB

## 1. Introduction

The safety policy is divided into three sections:

Statement – a statement of the intention of the employer to ensure the Health and Safety of his employees and other persons, affected by his work and to ensure compliance with the Health and Safety at Work etc. Act 1974 and the various Regulations published under the Act.

Organisation – a description of the responsibilities of different people within the organisation, who are described by their job title [the names of current post holders are included as an appendix].

Arrangements – a description of the procedures and measures to be taken to ensure the health, safety and welfare of employees, students, voluntary helpers, visitors and contractors.

## **A. STATEMENT**

### **A.1 General Requirements**

The Governors of Droitwich Spa High School and Sixth Form Centre recognise their responsibility under the Health and Safety at Work etc. Act [1974], so far as is reasonably practicable to:

- provide safe systems of work, plant and equipment
- provide for the safe use, handling, storage and transport of articles and substances
- provide such information, instruction, training and supervision, as it is necessary for staff and students to undertake their work safely
- to provide a safe place of work with safe means of access and egress for all persons using the premises
- provide a safe and healthy working environment with adequate welfare arrangements
- provide for the health and safety for persons not employed by the school, but who may be affected by its activities
- encourage all staff to take reasonable care for their own health and safety and to co-operate with the Governors and Management of the school in carrying out their statutory duty
- Require all staff to report through the appropriate channel any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves and others.

### **A.2 Staff Rights**

The Governors recognise the need to consult staff on matters of health and safety and will recognise the right of the staff to appoint Safety Representatives, through their recognised trade unions or professional associates. The Governors will accommodate the establishment of a School Safety Committee on which the staff Safety Representatives, amongst others, may serve, should staff or their representatives request it.

No individual member of staff shall be required to undertake specific responsibility for any health and safety function [e.g. School Safety Officer] without first being consulted and trained where appropriate.

### **A.3 The Role of the LA**

The Governors recognise the Statement of Safety Policy of Worcestershire County Council Directorate of Children's Services, together with its organisation and arrangements and undertake to comply with its requirements and procedures in respect of maintaining safe and healthy places of work for the staff and students of the school, as laid down in the Directorate's Handbook of Safety Information.

The Governors recognise that on occasions it may be necessary to seek advice on specialist matters pertaining to health and safety and will consult the Health and Safety Manager of Worcestershire County Council or such other persons as may be necessary

#### A.4 Local Management of Schools and Delegated Funding

The Governors recognise the need to ensure that sufficient funds are reserved for safe practice throughout the school and in particular the inspection and maintenance of those items of premises and equipment where financial responsibility has been delegated to them as an academy school.

Governors will agree an amount of funding per annum that should be set aside to support such safe practices. In particular, this fund would be used to respond to any costs associated with managing asbestos within the school.

#### A.5 Risk Assessment

The Governors recognise their responsibilities to ensure that any significant risks arising from work activities, equipment or premises are assessed as required, under:

- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health [COSHH] Regulations 2002
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- The Regulatory Fire Reform Order 2005
- The Control of Asbestos Regulations 2012

**Signed by: -**

**Head teacher: Jon Brook.....**

**Chair of Governors:.....**

## **B ORGANISATION**

### **B.1 Introduction**

This section of the policy describes the roles of anyone who has responsibilities for any aspects of Health and Safety within the school.

As an academy school, the ultimate responsibility for Health & Safety at work is with the Governors. In practice, many functions of the Governors are delegated to Head teachers, but the duty to comply with statutory requirements cannot be delegated and remains with the employer.

### **B.2 Droitwich Spa High School and Sixth Form Centre**

- a.** has overall responsibility as employer for all aspects of health and safety of employees, students and other persons at Droitwich Spa High School and Sixth Form Centre [under sections 2 and 3 of the Health and Safety at Work Act 1974]
- b.** has responsibility for appointing competent principal contractors where building or plant maintenance work is done,
- c.** Has responsibility for appointing a competent person as Planning Supervisor in those works, which fall within the scope of the Construction (Design and Management) Regulations 1994.

### **B.3 The Governors** through the Head teacher are responsible for:

- a.** ensuring that the school's Health and Safety policy is implemented, monitored and regularly reviewed and revised as necessary
- b.** ensuring that sufficient funds are reserved for meeting the responsibilities for Health and Safety, in particular for the maintenance of premises and equipment
- c.** monitoring the [Health and Safety] need for building maintenance in the school and implementing repairs as necessary
- d.** the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school
- e.** ensuring that the premises, the means of access and egress, and any plant or substance on the premises are safe and without risks to health
- f.** ensuring that the safety rules concerning the use of premises and equipment be displayed at appropriate locations in the school and are enforced
- g.** the adoption of safe working practices by staff and pupils and by contractors when on site
- h.** Acting to deal with potential hazards to health and safety, liaising where appropriate with representatives of the County Council and contracting organisations.

**B.4 The Head teacher is responsible for:**

- the implementation of the school Health and Safety policy ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999, in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992, the Provision and Use of Work Equipment Regulations 1998, the Display Screen Equipment Regulations 2002, The Regulatory Fire Reform Order 2005 and The Control of Asbestos regulations 2012
  - a. ensuring that staff receive appropriate health and safety training
  - b. ensuring that all problems or defects affecting the health and safety of staff, students or other persons in the school are dealt with
  - c. notifying the LA Corporate H&S Manager of any serious accidents to students or any accidents to staff or other persons and any “near miss” situations, in accordance with the procedures laid down
  - d. notifying the LA Corporate H&S Manager of any hazards or problems affecting the health, safety or welfare of staff pupils or others that cannot be resolved by appropriate local action
  - e. emergency procedures, including evacuation in the case of fire or bomb threats
  - f. facilitating the meeting of a School Safety Committee, if it is requested by approved trade union safety representatives, and for attending such meetings
  - g. consultation with approved trade union safety representatives on any matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses
  - h. ensuring that adequate provision is made for the administration of First Aid
  - i. ensuring that all new material on health and safety matters supplied by the LA or the Health and Safety Executive is brought to the attention of any relevant persons promptly
  - j. undertaking the role of School Safety Officer.

**B.5 The Resources Manager is responsible for:**

- a. carrying out the annual Health & Safety Audit & Inspection
- b. Ensuring that the asbestos register is up to date
- c. Ensure there is a regularly updated site specific asbestos management plan for each premises including up to date material and priority risk assessments and that the plan is reviewed annually and also in response to legislative changes or incidents.
- d. Organise an asbestos refurbishment or demolition survey whenever works which may disturb the fabric of the building are carried out

**B.6 Heads of Department are responsible for:**

- a. all matters of health and safety in their department

- b.** bringing to the notice of the School Safety Officer any problems or defects affecting the health, safety or welfare of staff, students or other persons in their faculty, department or subject area
- c.** having a working knowledge of regulations, guidance materials and codes of practice in their subject areas
- d.** ensuring that staff have received adequate training on health and safety aspects of their specialist areas [particularly where use of potentially hazardous equipment or substances is undertaken]
- e.** ensuring that necessary personal protective equipment [i.e. eye protection or protective clothing] is available and kept well maintained
- f.** ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances)
- g.** ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

**B.7 Other Teaching, Teaching Assistant, Technician & Support Staff are responsible for:**

- a.** ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy
- b.** reporting any defects or problems affecting the health and safety of themselves, their students, other staff or any other person, through their Subject Team Leader, Department or Subject Co-ordinator, to the School Safety Officer
- c.** co-operating with the Droitwich Spa High School and Sixth Form Centre to enable the employer to comply with the requirements of the Health and Safety at Work etc. Act 1974 (i.e. by following school guidance).

**B.8 The Site Manager is responsible for:**

- a.** ensuring that he/she is familiar with and complies with the school Health and Safety Policy. He should also be familiar with the LA's Safety Policy 'Safety of Buildings' [published in the LA's Handbook of Safety Information]
- b.** bringing to the attention of the School Safety Officer any problems or defects affecting the health and safety of any person on the school premises
- c.** bringing the school safety policy and risk assessments to the attention of any cleaning or other staff [including cleaners or grounds staff] working under their direction, in so far as it affects the work of those persons [e.g. in use and storage of equipment and materials]
- d.** ensuring that any staff under his direct control [i.e. non contract staff] receive adequate training and instruction in the use of any equipment or materials that they are expected to use
- e.** ensuring that all equipment and materials received have adequate health and safety information [e.g. safety data sheets to allow COSHH assessments to be carried out]



- f. ensuring that permit to works are applied for in a timely fashion to ensure works are approved and safe practices advised when works are required around school where asbestos containing materials will be in the close vicinity of said works
- g. ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction. Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.)
- h. informing the School Safety Officer of the arrival or expected arrival of contractors for maintenance work (no matter how minor)
- i. informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out)
- j. Monitor the condition of any known ACMs (Asbestos Containing Materials) in the building and ensure they are maintained in a good condition or are removed in accordance with current legislation and industry best practice.  
Monitoring to take place in the form of formal recorded inspections.  
Manage any works by contractors working on the site whose work may potentially disturb ACMs by:
  - Providing the contractor with the register and plan and assisting him with identifying the presence and location of any ACMs in the locations of planned maintenance work both on the plan and in situ.
  - Ensuring that the contractor does not stray from the arranged areas of work without further consulting the asbestos register.
  - Ensuring the contractor signs the register to acknowledge that they are aware of the presence of ACMs and the limitations that imposes.
  - Ensure staff working in the building have the appropriate level of training to manage asbestos effectively (Eg Asbestos awareness training for all staff in buildings containing ACMs, Training in carrying out inspections and risk assessments on ACMs for staff monitoring and updating the management plan) Refer to flow diagram illustration in Section 10 of the Asbestos Management Plans.
  - Staff training (Site maintenance staff)
- k. the safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance (e.g. boiler descalers)
- l. ensuring maintenance checks, and appropriate remedial action, are undertaken of the school site on a monthly basis
- m. ensuring site security is flexibly and well managed whilst accommodating community use of the school site and school use out of the normal school opening hours
- n. assisting the Health & Safety Governor in completing the School Governors Safety Checklist, by providing access throughout the school and explaining current practice in order that the Governor can complete and record the findings of the inspection.

**B.9 The School's First Aid Officer** is responsible for maintaining the First Aid boxes in line with the guidance given in the LA's Handbook of Safety Information and controlling and maintaining any other First Aid supplies as may be kept separately.



### **B.10 Safety Representative** [Appointed by Trade Unions/Professional Associations]

The Health and Safety at Work etc. Act 1974 provides for the appointment of “Safety Representatives” by recognised trade unions. Such representatives are elected by the union membership among the school’s staff.

Union appointed Safety Representatives may not act as School Safety Officers, though their expertise can be very useful, given the training that the unions provide.

Safety Representatives have the right to:

- a. carry out termly inspections of the premises and submit a written report to the Head Teacher
- b. receive any reports of inspections or accident investigations made by the Health and Safety Executive
- c. represent their membership to the Head Teacher [as representative of the employer] on matters affecting the health, safety or welfare of staff
- d. represent the staff/union membership on school safety committees, where such committees are constituted
- e. receive such training as may be necessary for them to perform their duties.

**B.11 Grounds Maintenance Contractor** is responsible for supplying to the school a copy of their safety policy.

## **C ARRANGEMENTS**

### **C.1 Access and Egress**

The Site Manager is responsible on a daily basis for seeing that fire exits are not obstructed and that the site is secured at the end of each day that the site is open. The Site Team are responsible for taking the necessary steps to clear ice and snow. The Site Team are responsible for clearing leaves and ensuring that gutters are kept clear of debris. Duty staff’ are responsible for supervising pupils immediately before and after school.

### **C.2 Accident Reporting**

In the case of an accident to any person on the school premises, the person, where mobile, is sent to Reception. The exception to this is if the injured person has suffered a head injury in such circumstances, a first aider will attend the person. If the person is immobile, the accident must be reported to Reception. Contact is then made with the School’s First Aid Officer to receive treatment. The appropriate recording of the accident is then made in accordance with the Worcestershire County Council Handbook of Safety Information. Additionally, when adults or any visitors to the school are involved this is also recorded, in the accident book, by the School’s First Aid Officer.

### **C.3 Blood Borne Diseases**

First Aid Staff and Site Staff have been issued with gloves/apron for protection in their own area.

First Aid Staff carry out routine precautions. Spillages in classrooms are normally dealt with by site staff using gloves as standard. See also **Guidance: Health protection in schools and other childcare facilities - A practical guide for staff on managing cases of infectious diseases in schools and other childcare settings.** (Updated 27<sup>th</sup> March 2019)

Site Staff are responsible for disposing of needles and syringes discarded on site. If you find a discarded needle or syringe on the site, contact a member of the site staff immediately (if possible, stay at the site of the needle or syringe to prevent others coming into contact with it and send someone else for a member of site staff). Further information available from "Worcestershire County Council Guidance on the Safe Disposal of Discarded Needles and Syringes 2003".

#### **C.4 Building Repairs and Contractors** (including extensions and new buildings)

The guidelines in the Worcestershire County Council Handbook of Safety Information are followed and particular importance is placed on the need for adequate segregation of workers and pupils and for adequate day-to-day communication between the school and the Contractors.

#### **C.4a Asbestos Policy Statement**

Droitwich Spa High School recognises its roles and responsibilities under The Control of Asbestos Regulations 2012 with specific reference to Regulation 4: The duty to manage asbestos in non-domestic premises. The school will take all reasonable practical measures to manage asbestos containing materials in buildings under their control so as to prevent the exposure to asbestos of any employee, contractor, service user or member of the general public.

The policy is:

To provide adequate resources in support of this asbestos management plan.

Droitwich Spa High School has procured an asbestos management survey, to the standards given in HSG 264: Asbestos the Survey Guide, to determine the presence, type and location of any accessible asbestos containing materials (ACMs). A risk assessment will be carried out annually for each ACM and a plan written detailing how the asbestos will be managed.

Where any ACM presents an unacceptable risk to any person in the building it will be removed in accordance with current legislation. Where ACMs are not removed they will be maintained in a safe condition so as to present minimal risk to building users or maintenance staff.

Where refurbishment or demolition works are planned a suitable risk assessment will be carried out to determine whether ACMs are likely to be present. Where necessary an asbestos refurbishment or demolition survey will be carried out and remedial asbestos abatement works undertaken so as to prevent the disturbance of any ACM present.

Droitwich Spa High School will provide employees with relevant information, instruction and training dependant on their role in managing asbestos and the nature and degree of potential exposure to asbestos.

Only appropriately trained, qualified and competent persons will be engaged to undertake any work with ACMs. Frequent audits of this work will be carried out by competent persons.

All contractors who carry out work for Droitwich Spa High School will need to demonstrate that they have suitable training to fulfil the requirements of their roles and responsibilities with Asbestos Awareness training as a minimum requirement.

Droitwich Spa High School will not use or re-use any ACM's removed from their original locations.

#### **C.4b Asbestos**

On arrival, contractors are asked to sign-in, in the “contractors’ signing-in book”, where they have to sign their name to confirm they have been made aware of the School’s Asbestos Register, which is available on reception.

- In the event of an accidental uncontrolled release of asbestos into the workplace then emergency procedures to limit exposure and risks to health should be implemented. Such procedures should include means to raise the alarm and procedures for evacuation. These procedures should be tested and practised at regular intervals.
- All staff in Droitwich Spa High School should be aware of the risk from asbestos. Any member of staff or contractor identifying a possible asbestos hazard must contact the Site and Facilities Manager immediately.
- Where people have been contaminated with visible dust or debris arrangements should be made with a Licensed Asbestos Contractor to decontaminate the people, their clothing and any personal effects affected and seal off the areas affected.
- The area in which the hazard exists must be vacated and the area isolated.
- The Site and Facilities Manager shall contact the Asbestos Consultant and give them details of the suspected asbestos hazard.
- The Asbestos Consultant shall visit the site as soon as possible, inspect the area, take samples of any suspected ACMs, and conduct air tests as appropriate. The samples shall be analysed and a verbal result given to the Site and Facilities Manager within the following 24 hours.
- If it is confirmed that an ACM has been damaged or disturbed then any persons who may have been exposed to the hazard should be identified and recorded by the Resources Manager, who should advise on any necessary health screening. A note that the exposure has occurred should be added to the employee’s health or personal record. These records should then be kept for a period of at least 40 years. The employee should be given a copy of the note with instructions that it should be given to their GP and kept indefinitely.
- The asbestos contractor should then produce a suitable method statement and submit it to the HSE.
- The asbestos should then be removed under normal asbestos removal procedures

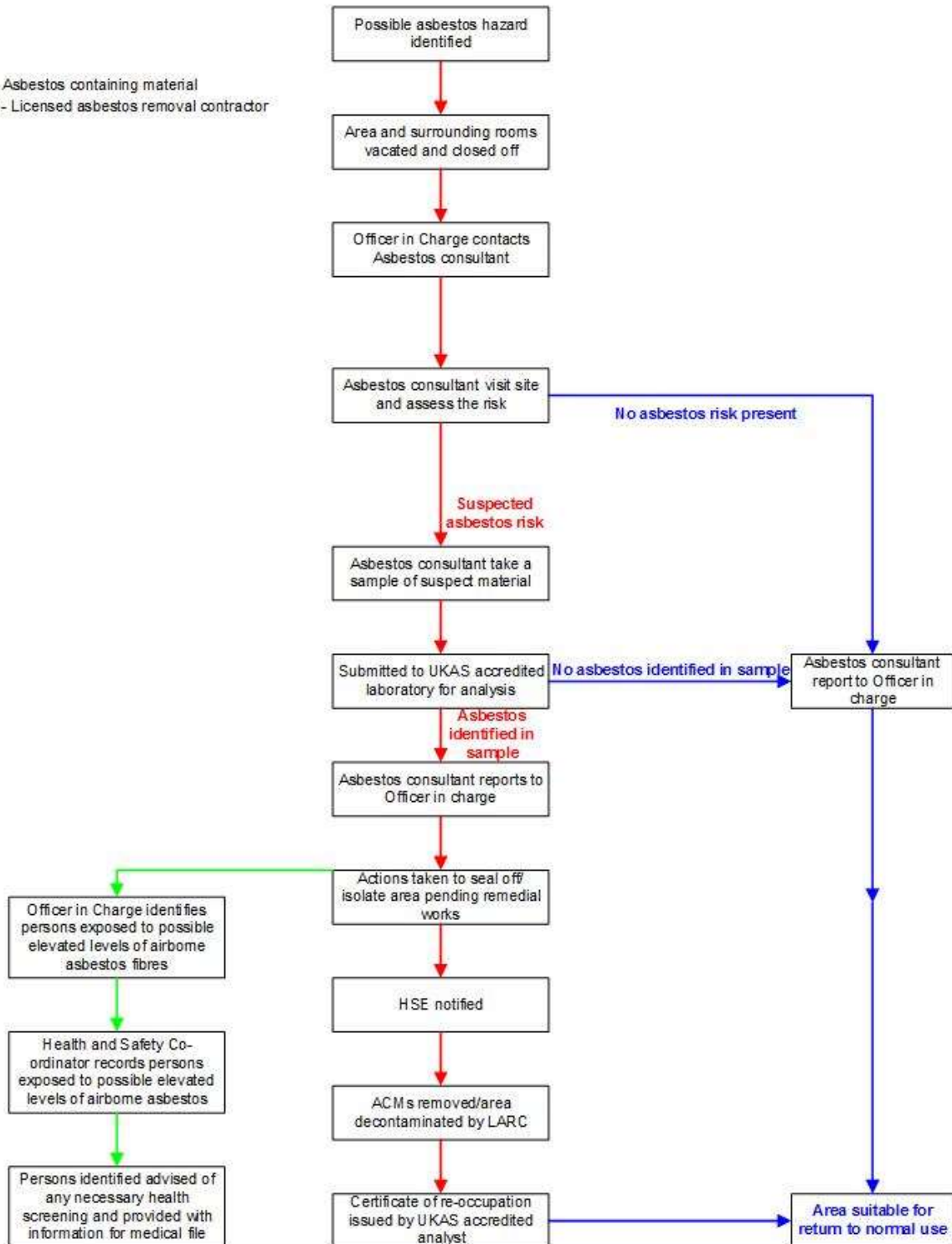
The area of contamination cannot be reoccupied until a certificate of reoccupation has been issued by the Asbestos Consultant.

## Emergency Procedures Following Suspected Uncontrolled Release of Asbestos Fibres

Key:

ACM - Asbestos containing material

LARC - Licensed asbestos removal contractor



### **C.5 Cleaning**

The guidelines in the “Worcestershire County Council Handbook of Safety Information (section 8)” are followed and particular importance is placed on employees placing warning signs when floors are wet and slippery, not climbing on chairs and tables and not wearing shoes with slippery soles, or open sandals.

The Site Manager must carry out risk assessments for any hazardous substances that the Site Staff and Cleaners use (copy to be provided for the Safety Officer’s central risk assessment register). The risk assessment must cover the storage, handling, use and disposal of hazardous substances. Employees must not use any hazardous substance unless they have been made aware of the risk involved and been given adequate instruction or training in the use of the product. Protective clothing and equipment must be used where COSHH data sheets for a product specify this.

COSHH Assessment Forms are completed by the Site Manager. Further details available in “Managing COSHH – Management Advisory Handbook”, which can be found within the Whole School Risk Assessment File.

### **C.6 Communications**

If Staff encounter problems or defects within the school, they should report this to their Head of Department, who will complete a Health and Safety Report Form and pass it to the Site Manager. The Site Manager will keep the report, together with a note of any action taken. Persistent problems affecting Health and Safety within the school should be reported to the School Safety Officer.

### **C.7 Consultation with Trade Union Safety Representatives**

See section 2.9 in Organisation.

### **C.8 Design and Technology**

Refer to the separate Departmental Policy.

### **C.9 Display Screen Equipment [VDU]**

Notice is taken of the guidance given in Worcestershire County Council Handbook of Safety Information and the Worcestershire County Council leaflet ‘Display Screen Equipment – Information for Users’. Copies of these documents are retained by the School Safety Officer. The Health & Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002 apply. A DSE assessor carries out a workplace assessment and liaises with the Resources Manager for any remedial actions.

### **C.10 Educational Journeys and Visits**

Refer to the School’s separate Visits Policy.

### **C.11 Fire Alarms**

A weekly functional test sounding the alarm is carried out on the Fire Alarm System and weekly visual checks of call points, control panel and emergency lighting, which are all carried out by the Site Manager and a record is kept.

### **C.12 Fire Appliances**

A termly visual inspection is carried out by the Site Manager. An annual inspection is carried out during the Summer Term by the appointed contractor and a record is kept on the appliances.

### **C.13 Fire Evacuation and Fire Drills**

A practice Fire Drill is normally carried out twice in the Autumn Term and once in each of the Spring and Summer Terms in accordance with the School's 'Evacuation Procedures for Staff, Students & Visitors' and a record is kept by the Site Manager.

Periodically, drills will be undertaken involving blocking off certain routes and/or remove a pupil or member of staff during a Fire Drill to simulate a real emergency.

Evacuation Procedures for Staff, Students & Visitors' and a blue Fire Instructions sheet are on display in all teaching rooms and offices.

### **C.14 Fire Prevention**

Rubbish is removed from the building, daily, by the Site Staff and Cleaners. Stairwells are kept clear of rubbish. Combustible materials are stored away from possible ignition sources.

### **C.15 Fire Risk Assessment**

A Fire Risk Assessment has been completed by a specialist contractor.

### **C. 16 Lock Down Procedures**

Lockdown procedures are a response to any external or internal incident which poses a threat to the safety of staff and students in the school. These procedures aim to:

- ensure the continuing safety of all students and staff;
- allow for an initial holding response whilst the nature of the threat is assessed and appropriate instructions disseminated.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and students in the school)
- An intruder on the school site (with the potential to pose a risk to staff and students)
- A major fire nearby or a warning of hazardous air pollution
- The close proximity of a dangerous dog roaming loose

### **C.17 First Aid**

The School will have no less than 3 qualified holders of the First Aid at Work Certificate, two of whom are based in the Reception Areas. The referral point for a medical problem is via Reception.

The Stages of Implementation for recording are:

- a day book is maintained and every referral, no matter how trivial, is recorded at all times
- an 'External Accident to Scholar Form (PAF 01)' is completed by the office staff and is sent to County
- an "Injury/Near-Miss/Violence Report Form (RIDDOR 3)" is used for an injury or near miss when a hazard/accident has occurred to Staff or Visitors.

### **C.18 Flammable Substances**

The storage of flammable liquids is covered by the Petroleum Act 1928. The School is provided with a fire resisting cupboard in C1, for storage of flammable substances.

See also the Worcestershire County Council Handbook of Safety Information [Section 2].

### **C.19 Hazardous Chemicals**

The Control of Substances Hazardous to Health Regulations 2002 [COSHH] make it statutorily necessary, for the employer to assess the risk created when a hazardous substance is used and to take appropriate action to prevent or control these risks. See also the Worcestershire County Council Handbook of Safety Information [Section 4].

### **C.20 Information**

The Worcestershire County Council Handbook of Safety Information and other safety publications are retained by the Site Manager and are available to all Staff on request. There is an abridged copy of the Handbook of Safety Information (without subject guidance, which has been provided separately for specialist staff), in the staff room. The Site Manager is responsible for ensuring that safety information is circulated to the people who need to see it.

### **C.21 Lettings**

Refer to the school's Casual Letting Policy and the LA Lettings Policy "Casual Lettings: the Hiring Out of School Facilities 2009" which is retained by the School Safety Officer.

### **C.22 Machinery and Plant**

The dangers associated with machinery and plant are very important and no unauthorised person is permitted to operate any piece of equipment.

All equipment is maintained in safe working condition and checked on a regular basis to ensure it is safe mechanically and electrically.

Persons using equipment are fully instructed as to its operation, the dangers arising from its use, and the precautions provided to safeguard them from its dangers. Worcestershire County Council Handbook of Safety Information (section 4).

### **C.23 Medicines**

The School is not permitted to prescribe medicines. The School's First Aid Officer carries long term, very limited, doses of prescribed tablets etc., supplied and labelled individually, by parents of specific pupils, who may need access to medication (e.g. spare Ventolin inhalers).

The School's First Aid Officer takes charge of medication on request, on a daily basis, so that pupils undergoing short courses need not carry the items around in school.

### **C.24 Monitoring**

Monitoring of the School Safety Policy is achieved by the school's system of regular review of policies, the timing of which is laid down in the school's Policy Schedule. The Health and Safety status of the school is monitored by the results of the annual Health & Safety Audit & Inspection. Safety performance is monitored by the half termly analysis of accident records and the annual analysis of trends.

### **C.25 Near Misses**

Potentially dangerous incidents within the school are regularly discussed by the Head Teacher and the School Safety Officer and measures are taken to reduce the risk of an incident in future. An Injury/NearMiss/Violence Report Form (RIDDOR 3) is completed.

### **C.26 Physical Education**

Refer to separate Departmental Policy.

### **C.27 Playground Safety Supervision**

During morning breaks provision is made for cover of the playground by teachers on the duty rota. During lunchtimes, under the supervision of the SLT, duty teachers and Lunchtime Supervisors are responsible for patrolling the school.

### **C.28 Portable Electrical Appliance Testing**

All staff are responsible for the regular visual inspection of portable electrical appliances used by pupils and staff during the course of their day to day duties.

On an annual basis all portable electrical appliances are tested by the Qualified Caretaker [who has a Portable Appliance Testing Kit].

### **C.29 Protective Clothing**

All staff working in practical teaching areas are taught to regard the protection of themselves and their clothing as part of normal working practice. Protective equipment is inspected on a regular basis by the Head of Department, to ensure that it conforms to the current appropriate British Standard and is free from damage and defects. For Site Staff and Cleaners, see Cleaning.

### **C.30 Public Performance**

The School Safety Officer is responsible for obtaining any licences that are required by law, for any outside organisation using the School's facilities.

### **C.31 Record Keeping of Electrical Inspections and Other Tests**

- Weekly Fire Alarm Functional test - To be carried out by the Site Manager and a record kept.
- Stop button system test in CDT - To be carried out by the Head of Department on a daily basis and a monthly record kept.
- Emergency lighting functional test - To be carried out by the Site Manager and a record kept.
- Any problems to be reported to the School Safety Officer.
- 6 Monthly Emergency Lighting – 1 hour duration test - To be carried out by the Site Manager and a record kept.
- Annual Inspection of portable electrical appliances.



- Legionella Precautions to be carried out by Site Staff:
  - Weekly – Little used water outlets to drain are flushed and water temperatures are recorded from thermostatic mixing valves.
  - Monthly – Water temperatures are checked and recorded at sentinel taps. Also, calorifier temperatures are checked and recorded on flow and return.
  - Three-monthly – Shower-heads and hoses are dismantled and de-scaled.
  - Six-monthly – The cold water temperature rise between incoming main and most distant outlet is measured and recorded.
  - Annually – Temperatures at a representative number of taps throughout the water system, on a rotational basis, are to be checked and recorded.

### **C.32 Reporting**

The Head Teacher will refer to Health and Safety issues as required in the 'Head Teacher's Report to Governors'. Health and Safety is also a standing item of the Governors Resources Committee meetings.

### **C.33 Risk Assessment**

It is the responsibility of the Head of Department to carry out appropriate risk assessments, in subject areas such as CDT, PE, Drama and Sciences and these should be written into the Schemes of Work. The Site Manager and School Safety Officer are responsible for risk assessment of noncurricular areas and these are stored in the "Whole School Risk Assessment File". The risk assessments are to be reviewed periodically, or if any significant factors change (e.g. facilities, equipment, staffing etc.).

### **C.34 Safety Audits and Inspections**

The School Safety Officer is responsible for ensuring the annual Health & Safety Audit & Inspection is undertaken. The Trade Union Safety Representative may carry out termly inspections of the premises, with a written report to be forwarded to the Head Teacher.

### **C.35 Science**

Refer to separate Departmental Policy.

### **C.36 Security**

All visitors to the school are asked to report to the Reception Desk, when they will be issued with visitors' passes. The pass is returned to the Reception Desk at the end of the visit.

The School has a Security Alarm System which is operational from 7pm to 7am. Access to the School outside of these hours needs to be arranged with the Site Manager and diarised to ensure caretaker cover is organised.

### **C.37 Prevention of Slips, Trips and Falls**

Spills must be reported to Site Team staff immediately, who then must clear up the spill promptly.

Staff are responsible for removing clutter from their classrooms, offices and stores, with the assistance of the Site Team staff, if necessary. Site Team staff are responsible for keeping circulation areas free from clutter. Site Team Staff must plan for the prompt repair of damaged internal floor coverings and stairs and external paths and steps, if they are unable to carry out the repair themselves.

### **C.38 Stage Lighting**

The stage lighting is under the control of the Site Manager, who organises for the testing of lighting and sound equipment following recommended guidelines.

### **C.39 Training Induction**

Arrangements for the health and safety training of new teachers, teaching assistants and learning managers are the responsibility of the Deputy Head Teacher. All other support staff are the responsibility of the Human Resources Manager.

### **C.40 Training – Specific**

The School Safety Officer must arrange for the Site Manager, Caretakers and cleaners to attend a “Chemical and Manual Handling Course”.

The School Safety Officer will arrange for the First Aid Officer and other first aid volunteers to attend, either an initial, or a refresher, “First Aid at Work” training course, to ensure their qualified status does not lapse.

Other health and safety courses will be arranged, as necessary, for Teachers, Teaching Assistants and Technicians, through their Head of Department and either the Deputy Head Teacher or the Human Resources Manager.

### **C.41 Vehicles**

The School Minibuses are checked for road-worthiness and safety on a weekly basis by the Site Manager and a record is kept. Daily checks of tyre pressure are undertaken by the Site Manager.

Passengers are driven by qualified drivers, who have been professionally tested by instructors from the County Road Safety Department.

Prior to all journeys, the driver carries out a visual inspection of the vehicle and instructs passengers as to the seating and safety arrangements for the journey.

School Transport operates under the County Safety Guidelines and pupils involved are instructed on the procedures for safe loading and unloading. A senior member of staff is responsible for School Transport and oversees the daily operation, which takes place in a designated area under strict supervision of Duty Staff.

Staff, parents, visitors, contractors and senior pupils, must not park their vehicles on playgrounds, except in exceptional circumstances, agreed by the Head Teacher. Any person parking on the playground will be asked to remove their vehicle, by and under the supervision of the Site Staff.

### **C.42 Violent Incident Reporting**

Assaults on Staff, whether made by pupils, parents, or others, must be reported to the LA using form RIDDOR 3 (Accident/Near Miss/Violence Report Form), held by the School Safety Officer, whether or not a physical injury has been sustained.

### **C.43 Work Experience**

The Head of Work Experience must arrange for the inspection of potential workplace providers, for the health and safety of students, through the Worcester Education Business Partnership.

### **C.44 Working Alone**

Wherever possible the need for lone working will be removed. Where there is a need for Staff to work alone e.g. Full year staff, Site Manager, Caretaker, Cleaning Staff, or for Staff who choose to work at school when others have gone home, a risk assessment must be completed and control measures introduced to reduce the risk, so far as reasonably possible.

Lone working is unavoidable when a member of the site team is called to respond to the activation of the intruder alarm. In these circumstances the members of the team are instructed to phone either the Head teacher or one of the Deputies to let them know they are approaching the site. They may choose to stay on the phone if they perceive there to be a risk (e.g. intruder still on site). The responder from the site team (either by staying on the phone or by calling back) must make the senior member of staff aware that they have left the site safely. If there is no call back and the responder does not answer a follow up call the senior member of staff will call the Police.

Responsibility for Risk Assessment:

- Line Manager – for the full year staff
- Resources Manager – for the Site Manager
- Site Manager – for Site Staff
- Line Manager – for Administrative Staff
- Head of Department – for Teachers, Teaching Assistants and Technicians

See “Worcestershire County Council Handbook of Safety Information” for further information.

## **Appendix A**

### **POSITIONS OF RESPONSIBILITY**

|   |   |  |
|---|---|--|
| Chairman of Governors   | - |  |
| Head Teacher  | - | Jon Brook                                |
| WCC Team Manager  |   |  |
| Occupational H&S Manager  | - | Gary Monaghan                            |
| LA Health & Safety Advisor                                      | - | Christine Birch                          |
| School Safety Officer   | - | Jon Brook                                |
| Staff Safety Representative                                     | - | Kerry Moogan                             |
| Site Staff:   |   |  |
| Site Manager  | - | Kerry Moogan                             |
| Assistant Site Manager  | - | Lee Giles                                |
| Site Team Members   | - | Sarah Bagley<br>Sarah Cox<br>Sue Sparrey |
| First Aid Officer   | - | Tracy Lakin                              |
| Fully Qualified First Aiders                                    | - | An up to date list is on The Portal      |
| Deputy Head Teachers  | - | Gemma Lloyd-Davis, Claire Moss           |
| Human Resources Manager   | - | Jeanette Lowe                            |
| Resources Manager   | - | Angie Savage                             |
| Head of Science   | - | Abigail Tindell                          |
| Head of PE  | - | Philip Pope                              |
| Head of D & T   | - | Andy Millicheap                          |
| Head of Drama   | - | Laura Jones                              |
| Head of Work Experience   | - | Adrian Quiney                            |
| Head of Art   | - | Joy Tregoning-Harris                     |
| Chair of Resources Committee Senior                             | - | Amy Holmes                               |
| Member of Staff with responsibility<br>for all trips and visits | - | Andrew Ward                              |

Each person above has received a copy of the Health and Safety Policy

## **Appendix B**

### **USEFUL SOURCES OF FURTHER INFORMATION**

#### **From the Department for Education:**

Health and Safety: Advice on legal duties and powers, for local authorities, school leaders, school staff and governing bodies.

The Management of Health and Safety Regulations 1999:  
[www.legislation.gov.uk/uksi/1999/3242/contents/made](http://www.legislation.gov.uk/uksi/1999/3242/contents/made)

**Educational Visits** Outdoor Education Advisers' Panel, information on 'school trips' (not just outdoor activities):  
[www.oeap.info](http://www.oeap.info)

Council for Learning outside the Classroom, information on 'school trips' including accreditation:  
<http://lotcqualitybadge.org.uk/>

The Adventure Activities Licensing Regulations 2004:  
[www.legislation.gov.uk/uksi/2004/1309/contents/made](http://www.legislation.gov.uk/uksi/2004/1309/contents/made)

#### **Incidents**

Information about reporting injuries:  
[www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

#### **PE**

Association for PE, for advice on safety in PE and school sports:  
[www.afpe.org.uk](http://www.afpe.org.uk)

#### **Science**

Advice on science safety:  
[www.cleapss.org.uk](http://www.cleapss.org.uk)

Association for Science Education, for advice on science safety:  
[www.ase.org.uk](http://www.ase.org.uk)

#### **Transport**

Information on transport legislation affecting schools:  
[www.dft.gov.uk](http://www.dft.gov.uk) and  
[www.dft.gov.uk/dvla/](http://www.dft.gov.uk/dvla/)

#### **From the Health and Safety Executive:**

#### **Asbestos**

Managing asbestos in buildings: A brief guide  
<http://www.hse.gov.uk/pubns/indg223.pdf>

A comprehensive guide to Managing Asbestos in premises

<https://www.hse.gov.uk/pubns/priced/hsg227.pdf>

Advice on non-licensed work with asbestos

<http://www.hse.gov.uk/pubns/guidance/a0.pdf>

What to do if you uncover or damage materials that may contain asbestos

<http://www.hse.gov.uk/pubns/guidance/em1.pdf>

Training – Asbestos

<http://www.hse.gov.uk/pubns/guidance/em2.pdf>

Asbestos management – checklist for schools

<http://www.hse.gov.uk/services/education/asbestoschecklist.pdf>

## **Contractors**

Use of contractors

<http://www.hse.gov.uk/pubns/indg368.pdf>

## **COSHH**

Working with substances hazardous to health A brief guide to COSHH

<http://www.hse.gov.uk/pubns/indg136.pdf>

Control of substances hazardous to health (Fifth edition)

<http://books.hse.gov.uk/hse/public/saleproduct.isf?catalogueCode=9780717629817>

A step by step guide to COSHH assessment.

<http://books.hse.gov.uk/hse/public/saleproduct.isf?catalogueCode=9780717627851>

COSHH Essentials Easy steps to control health risks from chemicals.

<http://www.hse.gov.uk/coshh/essentials/index.htm>

## **Educational Visits**

School trips and outdoor learning activities Tackling the health and safety myths

<http://www.hse.gov.uk/services/education/school-trips.pdf>

## **Heights**

The Work at Height Regulations 2005 (as amended)

<http://www.hse.gov.uk/pubns/indg401.htm>

Safe use of ladders and stepladders An employers' guide

<http://www.hse.gov.uk/pubns/indg402.pdf>

Top tips for ladder and stepladder safety

<http://www.hse.gov.uk/pubns/indg405.pdf>

### **Incidents**

Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers  
<http://www.hse.gov.uk/pubns/edis1.pdf>

### **Kilns**

Safe use of electric kilns in craft and education  
<http://www.hse.gov.uk/pubns/ceis3.pdf>

### **Manual Handling**

Manual handling at work A brief guide  
<http://www.hse.gov.uk/pubns/indg143.pdf>

### **Risk Management**

Five steps to risk assessment  
<http://www.hse.gov.uk/pubns/indg163.pdf>

Leading health and safety at work  
<http://www.hse.gov.uk/pubns/indg417.pdf>

Successful health and safety management.  
<http://books.hse.gov.uk/hse/public/saleproduct.jsf?catalogueCode=9780717612765>

Management of Health and Safety at Work Regulations 1999. Approved Code of Practice and guidance  
<http://www.hse.gov.uk/pubns/priced/l21.pdf>

Consulting employees on health and safety A brief guide to the law  
<http://www.hse.gov.uk/pubns/indg232.pdf>

Health and safety matters for special educational needs: Legal issues including risk assessment  
<http://www.hse.gov.uk/pubns/edis3.pdf>

### **Slips and Trips**

Preventing slip and trip incidents in the education sector  
<http://www.hse.gov.uk/pubns/edis2.pdf>

### **Transport**

Workplace transport safety An overview  
<http://www.hse.gov.uk/pubns/indg199.pdf>

ROSPA Minibus safety A Code of Practice  
[http://www.rospa.com/roadsafety/advice/minibus/info/Minibus\\_Code\\_2008.pdf](http://www.rospa.com/roadsafety/advice/minibus/info/Minibus_Code_2008.pdf)

### **Violence**

Violence at work A guide for employers  
<http://www.hse.gov.uk/pubns/indg69.pdf>

### **Work Experience**

The Right Start Work experience for young people: Health and safety basics for employers  
<http://www.hse.gov.uk/pubns/indg364.pdf>

### **Work Related Stress**

How to tackle work-related stress A guide for employers on making the Management Standards work  
<http://www.hse.gov.uk/pubns/indg430.pdf>

### **From Worcestershire County Council:**

1. Handbook of Safety Information, 1998 (partly revised 2000)

### **Policy for the Management of Visits and Learning Outside the Classroom 2011**

2. Guidance on infection control in schools and other childcare settings, Health Protection Agency 2010
3. :Guidance on Display Screen Equipment 2005

### **Appendix C**

#### **RISK ASSESSMENT**

1. What is a Risk Assessment?

A risk assessment is a way of measuring the likelihood of an accident happening. At its most complex [e.g. the risk assessment undertaken for the operating of a nuclear power station] it can take large teams of people several months to prepare and fill several volumes; at its simplest it is something we all do every day when we decide whether it is safe to cross the road or not. Thankfully, most of the risk assessments we need to do in schools are at the road-crossing end of the spectrum. A few [mainly in Design and Technology and Science at Key Stage 3 and above] will need more specialist knowledge, but subject teachers will have the necessary knowledge and skills.

The measurement made by a risk assessment will take into account the frequency with which something may go wrong how many people are likely to be affected if it does and how serious the resultant injuries are likely to be.

2. Why do we have to do Risk Assessments?



The need for risk assessments to be undertaken was implied in the Health and Safety at Work etc. Act 1974 in that it talked of balancing risk against cost, time and effort by the phrase 'so far as it is reasonable practicable'. More recent regulations, published under the HSW Act, have made the requirement for risk assessments much more explicit. The process was required under the Control of Substances Hazardous to Health [COSHH] Regulations in 1998 and in most health and safety regulations published since. In 1992 the Management of Health and Safety at Work Regulations [part of the so called 'six-pack' or 'European' Regulations] required risk assessments to be undertaken in all workplaces for all significant risks. It is now a legal duty for employers – or employees on their behalf – to carry out risk assessments [and record the results in all establishments with five or more employees].

### 3. Defining the Terms

It is important to understand the technical meaning of two terms that are commonly used in everyday life:

A Hazard is something with the potential to cause harm. It could be a substance, a machine, a method of work or a defect in the school premises e.g. a pothole in the playground.

A Risk is the likelihood that a hazard will cause harm. It includes the frequency with which the harm is caused, to how many people at one time and what the extent of the harm is:

To take an everyday example:-

A brick left on a scaffold platform is a hazard because it can fall off and hit somebody below. If nobody uses the scaffold, the likelihood of the brick falling on its own is low; therefore, the risk is low. If a lot of people use the scaffold and a lot of people walk underneath [e.g. in a busy street], the likelihood of the brick being knocked off is high and the likelihood of it hitting someone is high, therefore the risk is high [or even very high].

Trivial risks can be ignored [provided they are trivial], as can the risks associated with everyday life, unless our work compounds the risk. The risk of being cut when handling paper can be ignored, but if you use a knife to open the package, the risk of cuts should be considered.

Risk assessments should cover staff and pupils but they should also cover risks to visitors, neighbours and contractors working on the premises – in short, anyone who could be affected by your work.

When contractors do work in schools they should inform the school of any risks they bring with them and the school should tell them about any risks that might affect them. For example, if a roofing repair firm is working in a school, they should warn the school about where they will be and what they will be doing; e.g. pouring melted tar onto a roof above a classroom or corridor. If the roof was above a chemistry laboratory, the school should make sure that the fume cupboards cannot be used whilst the contractors are on the roof.

### 4. How do you do a Risk Assessment?

There is no set way to carry out a risk assessment, but the method described below has been tried and tested and is relatively simple to use.

**Step 1:** Decide who is going to do the assessment. It is often useful to establish a small group or working party. You might want to include the School Safety Officer, but you should also include staff working in some of the areas that you are looking at. Trade Union Safety Representatives could be involved. Line managers should undertake maternity risk assessments for staff within their team/department.

**Step 2:** Identify the hazards and the people they affect. Walk around the area being considered or share ideas for all the possible hazards. It doesn't matter how trivial or far-fetched the ideas seem, they will be sorted out in the next step. By working in a group, one person's suggestion can spark off an idea from somebody else. Reviewing your staff and pupil accident records may help you to pinpoint some areas that need particular attention.

**Step 3:** Sort out which hazards are significant. Discuss those, which are not immediately agreed upon – the person who suggested it may know something that you don't know.

**Step 4:** Transfer the first hazard to a risk assessment form, Appendix D. Identify the risk associated with each hazard and decide what the risk potential (High, Medium or Low) is for each risk.

If you find it difficult to estimate the risk potential, you can use the simple procedure in point 5 below, to determine it. Bear in mind, however, that this is not an exact science, so the numerical procedure only gives an estimate of risk potential. If you want to, you can use the 'reasons' column to make notes of why you chose the risk potential that you did. Don't forget that some hazards present a greater risk for some people than others e.g. children, pregnant or nursing mothers, those with bad backs.

**Step 5:** Identify the preventative measures taken [precautions] and think about those that could be taken to reduce the risk potential to the lowest value possible [preferably to 'low' but at least to 'medium']. When the preventative or remedial measures have been decided upon, list any training that may need to be given to individual staff.

**Step 6:** Have you included all the hazards? Have you included any that don't really exist? Show the draft assessment sheets to the people who work in each area and ask for their comments. Trade union safety representatives can also make a useful contribution here.

**Step 7:** Append the Risk Assessment to the School Safety Policy. Make sure that any necessary training is organised and that the preventative/remedial measures you have decided upon are put into place. Maternity risk assessments should be filed on the individual staff members file.

## 5. Numerical Method for Estimating Risk Potential

This method assigns a numerical value to the likelihood of an accident and to the severity of the expected injury. Multiplying the numbers together give a risk potential rating.

Occurrence Rating  
(Probable likelihood) estimated as:

Harm Rating  
(hazard severity) estimated as:

1 = Improbably [probability close to zero] 1 = Trivial

2 = Possible [remote chance]

2 = Minor

3 = Occasional

3 = Lasting more than 3 days

4 = Frequent [annual/bi-annual]

4 = Major injury to one person

5 = Regular [3-6 months occurrence]

5 = Major injury to several persons

6 = Common [1-3 month occurrence]

6 = Death of one person

7 = Continuous daily/weekly event]

7 = Multiple deaths

Risk Rating = Occurrence X Harm

| Risk Rating | Risk Potential |
|-------------|----------------|
| 1 – 14      | Low            |
| 15 – 24     | Medium         |
| 25 – 49     | High           |

## 6. Review and Risk Assessment

Situations change, so like the safety policy, the risk assessment will need reviewing from time to time. It will be more likely to get done if the review time is written into the safety policy ['Arrangements' section].

Droitwich Spa High School and Sixth Form Centre takes its responsibilities as a data controller and data processor seriously and are committed to using any personal data collected and held in accordance with the law. The schools policies, privacy notices and forms in relation to personal data are available for you to view on our web site at [www.droitwichspahigh.worcs.sch.uk](http://www.droitwichspahigh.worcs.sch.uk) or by using the <https://website.droitwichspahigh.worcs.sch.uk/index.php/communications/information-management-and-data-protection/>  
The School's Data Protection Officer is the *Governance Manager* who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at [privacy@droitwichspahigh.worcs.sch.uk](mailto:privacy@droitwichspahigh.worcs.sch.uk)

**RISK MANAGEMENT ASSESSMENT (to be completed by assessor)**

| RISK MANAGEMENT ASSESSMENT (to be completed by assessor)                              |   |      |                      |                                     |                 |                 |                 |  |           |   |
|---|---|------|----------------------|-------------------------------------|-----------------|-----------------|-----------------|--|-----------|---|
| Title (Activity/<br>Job/<br>Premises)   |   |      |                      | Reference No:                       |                 |                 |                 | <i>Risk Level Estimator</i>                              |           |   |
| Location/Dept   | Droitwich Spa High School and Sixth Form Centre |      |                      | Assessor Name(s)                    |                 |                 |                 |  |           |   |
| Location Manager  |   |      |                      | Location Mgr Signature              |                 |                 | Highly Unlikely | Slightly Harmful   | Harmful   | Extremely Harmful                       |
| Team Manager  |   |      |                      | Team Mgr Signature                  |                 |                 | Unlikely        | Trivial  | Tolerable | Moderate                                |
| Task/<br>Equipment/<br>Materials/<br>Activity, etc                                    | Hazard  | Risk | Person(s)<br>at risk | Existing controls currently<br>used | Risk evaluation |                 |                 | Additional<br>control/precautionary<br>measures required |           | By Whom &<br>By When<br>initials & date |
|   |   |      |                      |                                     | Severit<br>y    | Likel-<br>ihood | Rating          |  |           |   |
|   |   |      |                      |                                     |                 |                 |                 |  |           |   |
| NOTE: Refer to the guide on risk assessment,<br>Continue on another form if necessary |   |      |                      | Assessors<br>Signature:             |                 |                 |                 | Date<br>Completed:                                       |           |   |