



PART 1: HEALTH AND SAFETY POLICY STATEMENT

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Board of Trustees of **The Potteries Educational Trust** and those in control of the Academy recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc. Act 1974.

In compliance with the Health and Safety at Work Act etc., the Board of Trustees will ensure so far as is reasonably practicable that:

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

In addition to the above, the Academy will ensure that so far as is reasonably practicable that the Health and Safety of non employees is not adversely affected by its activities.

Employee involvement is an important part of managing safely, and consultation on Health and Safety with employees and employee representatives forms part of this policy.

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

The Academy will use relevant Staffordshire County Council Health and Safety Policies and Procedures, unless otherwise stated.

PART 2: ORGANISATION AND RESPONSIBILITY

Overall responsibility for Health and Safety at Biddulph High School rests with the Board of Trustees, as employer of staff and occupier of premises.

The Board of Trustees has an obligation to ensure that this Health Safety and Welfare Policy is implemented.

The Headteacher must make arrangements for ensuring the implementation of the Health and Safety policies and/or any arrangements arising out of their Health and Safety responsibilities.

The Academy's delegation scheme includes provision to ensure that staff meet their Health and Safety responsibilities and that necessary work is carried out.

Duties and responsibilities for Health and Safety have been assigned to Staff and Trustees based upon the following roles:

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

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

	Policy-makers	Planners	Implementers	Assisters	Employees
The Potteries Educational Trust Trustees					
Chief Executive					
Headteacher					
Academy Leadership Group					
Health & Safety Coordinator (Business Director)					
Heads of Curriculum Area					
Teachers					
Managers					
All Support Staff					
Specialist Technical Staff					

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

Policy-makers	
Trustees The Headteacher	Devise and produce policy on Health, Safety and Welfare at a strategic level. Preserve, develop, promote and maintain the Academy's Health and Safety management system. Ensure that Health and Safety matters are taken into account when organisational decisions are made.

The Policy makers:

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

As Policy Makers, the Board of Trustees:

- Must ensure that those who have been assigned specific responsibilities in the Academy for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the Academy on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the Academy is meeting Health and Safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of Health and Safety performance on a regular basis.
 - *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteacher's' behalf (see **Assisters** below)*
- Seek advice from and receive reports from the County Council H&S Advisers as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The Trustees will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards Health, Safety and Welfare issues.

Planners	
The Headteacher Leadership Group Trustees Health & Safety Coordinator Heads of Curriculum Area	Develop the local plans to achieve Academy health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area .

The Planners will:

- Be familiar with the overall responsibilities laid down for **Planners** in this Policy.
- Take overall responsibility for the day to day Health and Safety management of the Academy and Academy activities taking place outside Academy premises.
- Determine the resources and arrangements needed to manage Health and Safety effectively as part of the Academy planning process.
- Delegate to other members of staff any or all of the duties associated with the management of Health and Safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for Health and Safety within the establishment.)*
- As part of their management of Health and Safety:
 - Nominate an individual to undertake the role of Premises Manager (see **implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the Academy are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in Health and Safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in Health and Safety management by using HSE resources and communications.
- Ensure that suitable and sufficient training, instruction and information is provided when required.

- Set Health and Safety objectives as part of the Academy planning process.
- Include Health and Safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Trustees of the resources and arrangements needed to manage Health and Safety effectively as part of the Academy planning process.
- Communicate any Health and Safety actions outlined in the Academy planning process to relevant staff and Trustees.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for Health and Safety.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the Audit arrangements. (This duty may be delegated to other members of school staff).
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the Audit arrangements. (This duty may be shared with other staff such as LG).
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Health and Safety Audit** which may be carried out.
- Consult with staff as necessary on matters of Health and Safety which may affect them at work.

Site Finance and Staffing Committee

The Academy has established a Site Finance and Staffing Committee which should meet regularly to consider Health and Safety planning and organisation, the implementation of policies and to review and monitor performance.

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

Implementers	
<i>The Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i> <i>Heads of Curriculum Area (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Business Director</i> <i>All support staff</i>	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively

The Implementers will:

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

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

Role of Premises Manager undertaken by Business Director

In addition to the responsibilities above, those undertaking the role of Premises Manager have specific duties laid down in the Health, Safety and Welfare policy. These are reproduced here:

- To maintain an understanding of Health and Safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related Health and Safety legislation, issues and procedures and operating within these requirements.
- To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensuring adequate security arrangements are maintained.
- Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided.
- Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace Health and Safety standards are in effective working order and that a safe means of access and egress is maintained.
- Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained.
- Ensuring that plant and equipment is adequately maintained.
- Arranging for the regular testing and maintenance of electrical equipment.
- Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance.
- Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made.

- Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored.
- Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise.
- Ensuring the adequate provision of Health and Safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations.
- Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date.
- Maintaining a Health and Safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests.
- Ensuring that adequate systems are in place for the management of asbestos and control of Legionella and excessive water temperatures.
- To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the Health and Safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

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

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

The Role of Health and Safety Coordinator, undertaken by Business Director

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

Employees

All employees, including temporary staff, volunteers, Associate Teachers, Supply Teachers

Employees [including Temporary & Volunteers]

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

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

others who may be affected by their actions.

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

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

All students must be encouraged to follow all safe working practices and observe all Academy Safety Rules.

All students will:

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

Staff Safety Representatives

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

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

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

PART 3: PROCEDURES FOR REPORTING

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

1. Accident Reporting, Recording & Investigation

- All accidents to be reported to reception as soon as possible and an accident investigation form completed and passed to the Health and Safety Co-ordinator
- If First Aid is required contact the nearest registered First Aider, via Reception if necessary, or seek immediate emergency treatment
- The member of staff responsible at the time of the incident must investigate and complete an accident investigation form and pass to the Business Director for checking/signature. Health and Safety Co-ordinator to discuss any necessary action with relevant staff, the Headteacher or relevant member of the Academy Leadership team as appropriate
- Copy accident form to be passed to Reception for recording and filing.

- All staff to consult with their Head of Curriculum Area regarding events/activities posing risk and seek advice from the Health and Safety Co-ordinator Officer.

2. Asbestos

- The Business Director, has premises management responsibility, and is responsible for day to day management of the Asbestos Record Systems Manual (RSM).
- Asbestos Register is stored in the Business Director's office.
- All contractors must liaise with the Business Director, or nominated deputy prior to commencing work. The Asbestos RSM must be consulted and signed before invasive work is carried out. Where necessary, asbestos specialists will be consulted, and intrusive asbestos surveys carried out before work is allowed to commence.
- All site staff to consult Asbestos RSM and seek permission from the Business Director prior to work commencing.
- Any other staff or students undertaking any general redecoration/maintenance work, etc must not drill or affix anything to walls without first obtaining approval from the Business Director and checking the Asbestos RSM.
- If staff suspect any damage to asbestos materials, they should seal the area off to prevent access and contact the Business Director or Site staff immediately. The Business Director will instruct asbestos specialists to advise and/or arrange removal.
- Asbestos removal must only be carried out by licensed contractors.
- All new staff will be informed of the presence and dangers of asbestos as part of their Health and Safety induction.
- Full details are available in the Asbestos Policy.

3. Contractors

- Where the Academy procure the services of an external agency such as Entrust Property and Estates to manage the contract, Trustees will follow agreed procedures, and the Business Director will hold regular meetings with their designated representative.
- Where the school manage the contract, the Business Director (or nominated deputy) is responsible for induction of contractors, exchange of information, risk assessments, safe working practices, etc.
- Where appropriate, liaison meetings will take place with contractors and/or Property and Estates representative prior to work commencing, during and at termination of the contract. Informal contact will often take place daily.
- The selection and appointment of contractors will conform to Trust financial regulations as appropriate, and the Trustees agreed Scheme of Delegation.
- The Business Director (or nominated deputy) will act as the central contact for any concerns expressed by staff or contractors.
- Contractors working on site must have a minimum of £5,000,000 public liability insurance cover.
- Full details are available in the Management of Contractors Policy.

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

- Heads of Curriculum Areas must be familiar with and implement any specialist Health and Safety procedures and guidance relevant to their subject area (e.g. D&T, Science, Art, PE).
- The Head of Curriculum Area / Line Manager is responsible for the safe working practices of any personnel (teaching and non-teaching), students or visitors in their area.
- Written risk assessments must be completed prior to any type of activity posing risk, and for any particularly vulnerable students or staff (i.e. pregnancy). Heads of Curriculum Area are responsible to the Business Director for ensuring that such documentation is completed and a copy forwarded to the Business Director.
- The Head of Curriculum Area / Line Manager is responsible for ensuring that personnel in their area are aware of and comply with risk assessments relevant to their activities.

5. Drugs & Medications

- Students to be discouraged from taking or bringing any medication into the Academy where

medically possible.

- Permission to bring into the Academy or take any tablets/medication must be sought from the Learning Manager.
- All tablets/medications must be deposited in the main Academy reception (Academy Receptionists are responsible).
- All tablets/medications must be recorded, stored securely together with parental permissions and instructions. The Academy Reception will always phone parents regarding requests for paracetamol, etc. and record.
- In this 13 – 18 high school Academy students are expected to take responsibility for administering their own medication.
- Full details are available in the Supporting Students with Medical Conditions Policy.

6. **Electrical Equipment** [fixed & portable]

- All staff should complete a visual check of the equipment, including plug and cable, before use.
- Defective equipment/installations should be taken out of use and reported to site staff or Business Director. Defective computer equipment should be reported to the ICT technicians.
- Personal electrical equipment (e.g. equipment belonging to staff or students) must not be used on site, until a satisfactory portable appliance check has been completed by the Caretaker (Mr Rush). Where this is not possible, the equipment must only be used via a residual current device, available from the Caretakers. Students and staff must also seek permission from their Line Manager or Leadership Group before using personal electrical equipment on site.
- All portable electrical equipment (as specified in the metro-tester schedule) is tested annually on a rolling programme by the Caretaker (Mr Rush). All inspections are recorded on card and filed in the Caretakers office. All tested equipment is labelled and dated. Mr Rush has received appropriate training and follows procedures for calibration with specialist contractors.
- Fixed electrical testing is arranged every 5 years. A copy of the test report is stored in the Business Director's office.
- Only NICEIC approved electrical contractors are used on site, appointed, where practicable from Staffordshire County's (Entrust) list of approved electrical contractors.
- Heads of Department are responsible for ensuring any specialist equipment (e.g. in D&T and Science departments) is tested in accordance with relevant legislation/guidance.
- Full details are available in the Electrical Safety Policy.

7. **Fire Precautions & Procedures** [and other emergencies including bomb threats]

- Full details are recorded separately in the following, all of which are reviewed annually by the Business Director, and approved by the Headteacher and Chair of Trustees:
 - Fire Policy
 - Fire and Emergency Evacuation Plan, and
 - Bomb Threat Policy and Procedure
 - Business Continuity Plan
- Each room has clearly displayed exit procedures.
- Fire alarm tested weekly by the Caretaker and a register kept.
- A register is kept of fire practices and false alarms.
- The target time for total evacuation is 2.5 minutes, and 5 minutes to record all personnel and ascertain absences.
- Drills are arranged one per term.
- Procedures to be followed during examinations are detailed in the Academy's Fire and Emergency Evacuation Plan, and are based on external guidelines (Examination Handbook).
- The Business Director is the nominated Fire Manager and is responsible for undertaking and reviewing the Fire Risk Assessment annually, and reporting the outcome to the Site, Finance and Staffing Committee.
- The Business Director will seek advice from the Fire Prevention Officer and Staffordshire County Council Health and Safety Adviser as appropriate.
- Where appropriate, fire extinguishers are fitted with anti-vandal protectors and all extinguishers are regularly inspected.

- The Caretakers are responsible for ensuring that exits are clear and that exit doors are safe and functional.

8. **First Aid**

- The Trustees will complete an annual risk assessment to identify need, and will undertake to train relevant staff, currently from Reception, Science, PE and D&T in Emergency Aid at Work.
- The First Aid boxes will be strategically placed in their respective areas and the Reception personnel will be responsible for checking and restocking. The Academy Reception will maintain a central stock.
- The Business Director will monitor training and re-training needs of the Academy.
- Where possible, the PE Department will have access to a mobile phone for emergency use; similarly, other off-site activities involving risk should request mobile phone use.
- Where an ambulance is required teaching staff should dial 999 directly and request an ambulance. They should immediately notify Reception, and allocate an individual to meet and direct ambulance staff to the nearest entrance to the casualty.
- Where this is not possible, and teaching staff need Reception to call the Emergency Services, they should ensure Reception have full details of the incident, including: what happened, nature of injury, name, age and condition of casualty (e.g. breathing, conscious, etc).
- The Reception staff or Learning Manager will make all reasonable attempts to contact and inform the parent/guardian.
- Where the parent/guardian is not available and subject to availability and the nature of the emergency, a staff member may accompany the student to hospital.
- Further details are available in the First Aid Policy.

9. **Glass & Glazing**

- All glazing has been inspected, and where it does not conform to current standards, glazing film has been applied.
- Replacement glass is fitted by a professional glazier and conforms to the latest standards.
- As part of the window replacement programme, all new glass fitted will conform to current safety legislation.

10. **Hazardous Substances (COSHH)**

- Risk Assessments have identified the areas to be regulated as Science, D&T and Art. The Academy subscribes to CLEAPSS for specialist guidance in these areas.
- The relevant Head of Department is responsible for ensuring appropriate training and use of protective equipment.
- The relevant Head of Department is responsible for maintaining a list of, and ensuring that CLEAPSS Hazcards and/or COSHH risk assessments are in place and complied with, for all hazardous substances in their area.
- Other areas, such as catering and cleaning must seek advice from the Business Director, and complete a COSHH risk assessment before bringing hazardous substances on to the site.
- The Business Director will arrange for Hazard Data Sheets and for COSHH risk assessments to be completed for all hazardous substances used by the Site and Cleaning staff.
- Hazardous substances must be kept in secure storage, with access regulated by the relevant Head of Department.
- Disposal will be arranged by the Business Director or relevant Head of Department. Records of disposal and consignment/transfer notes must be kept and passed to the Business Director for filing.
- There is a nominated and appropriately trained Radiation Protection Supervisor (RPS) who is responsible for the storage, supervision and use of radioactive materials/sources. The RPS must provide advice, training and monitoring of staff using such materials, and is also responsible for staff health surveillance. The current RPS is Mrs S McCraight. The Academy has appointed a Radiation Protection Adviser (RPA) from within the staff.
- Full details are available in the Hazardous Substances Policy.

11. **Health and Safety Advice**

- H&S advice will be sought from appropriately qualified individuals and professional bodies to resolve, update and ensure compliance with best practice and applicable legislation as part of the Academies commitment to continuous improvement. Examples include:
 - Education professionals such as Insight HR
 - Occupational Health Unit
 - CLEAPSS
 - Association for Physical Education (formerly BAALPE)

12. Housekeeping, Cleaning & Waste Disposal

- The Academy employs a team of cleaning staff to maintain the cleanliness of the school premises.
- Safe working practices have been agreed and risk assessments are in place. Arrangements are in place to obtain specialist advice where necessary.
- Wet floor cleaning is conducted out of normal school hours, where possible, and appropriate warning signs are used.
- The Caretakers are responsible for maintaining the site clear of rubbish accumulation, the safe disposal of glass and sharps, the safe location of waste bins to minimise arson risk, and the general safety of the site to include wet floor signage, cordoning off dangerous areas, snow clearing and gritting.

13. Handling & Lifting

- A manual handling risk assessment is in place and is reviewed annually by the Business Director.
- All significant lifting and handling should be carried out by the Caretakers, who have appropriate information, training and equipment for safe lifting. They will only lift items within their safe capable limit.
- Other staff should not undertake any significant lifting activities without a risk assessment being completed, and training provided where the need is identified.
- Heads of Department are responsible for identifying members of staff who carry out significant manual handling, for carrying out appropriate risk assessments, and identifying training needs.
- Staff suggestions for improvement should be made to the Business Director

14. Jewellery

- The Academy Uniform policy and Academy prospectus contains detailed guidance on jewellery:
 - No more than one set of stud earrings may be worn.
 - Watches must be removed for PE/Sports activities.
 - Where a risk assessment ascertains that any remaining jewellery is a Health and Safety hazard, it must be removed or as a minimum taped over.

15. Lettings/Shared Use of Premises

- The Trustees Lettings Policy determines the areas to be used and associated terms and conditions.
- Restrictions on the use of equipment are made clear to the hirer at the time of booking.
- The entire Academy site is a designated 'No Smoking' and this restriction applies to all out of hours use.
- A Premises (Public Entertainment) Licence is in force. Emergency lighting is tested in accordance with the conditions at regular intervals.
- First Aid provision is the responsibility of the hirer.
- Details of the Health and Safety and emergency procedures are included in the 'Lettings Agreement' which must be agreed and signed by all hirers.
- Hirers are responsible for carrying out suitable and sufficient risk assessments for their activities on site, and implementing necessary control measures.
- Teaching staff arranging Academy activities on the Academy site outside normal school hours are responsible for carrying out a risk assessment and implementing necessary control measures.

16. Lone Working

- Trustees do not recommend that staff (other than Caretakers) work alone in the Academy building.
- Caretakers will comply with the risk assessment for attending emergency call outs, which will be reviewed on an annual basis.
- Under no circumstances must cash-handling occur when staff are alone.
- Staff choosing to work alone are responsible for carrying out a risk assessment and making appropriate arrangements, which should include as a minimum:
 - Informing the Caretaker of the time of arrival, area of working, and time of departure.
 - Access to telephone for emergencies.
 - Work should not include lifting, carrying, working at heights or working with hazardous materials/equipment, etc.
 - Contingency planning for intruder attack or other emergency.
 - Consideration should be given to carrying a personal attack alarm.
- Further advice and guidance is available in the Lone Working Policy.

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

- The following equipment is tested annually by the Academy insurers:
 - Designated PE equipment, including hoists and climbing wall.
 - Design and Technology machinery.
 - Passenger and platform lifts.
- There are service agreements for the maintenance of photocopiers, fume cupboards, LEV systems and evac chair, and:
 - Fire alarms are tested weekly by the Caretaker and every 6 months by a competent contractor.
 - Smoke detectors and emergency lighting are checked monthly by the Caretaker and every 6 months by a competent contractor.
 - Fire extinguishers are visually inspected monthly by the Caretaker and checked annually by a competent contractor.
 - Water hygiene checks are carried out by the Caretaker in accordance with the Water Hygiene Record Systems Manual, and by a competent contractor every 6 months.
 - Ladders and steps are inspected every 6 months by the Caretaker.
 - All inspection records are stored with the Caretakers and the Business Director.

18. Monitoring the Policy and Results

- The annual self-evaluation checklist is co-ordinated by the Business Director and involves the Headteacher, Heads of Department and the Caretakers. The annual self-audit tool is completed by the Business Director in conjunction with the Headteacher, and the outcome is reported to the Site, Finance and Staffing Committee.
- Additional Health and Safety checks are carried out by the Business Director and Caretakers and reported to the Headteacher as necessary.
- Accident reports/trends are monitored by the Business Director who reports to the Headteacher and Site Finance and Staffing Committee.
- The school's Health and Safety performance is monitored and measured by the Business Director using the key performance indicators in the self audit tool, and accident/incident statistics. The outcome is reported to Trustees via the annual Health and Safety Report.
- The Business Director is responsible for ensuring the implementation of new and updated policies.

19. Poster on Health and Safety Law

- The Business Director is responsible for ensuring the poster is prominently displayed and kept up to date.

20. Personal Protective Equipment (PPE)

- Boots, kneepad trousers, waterproof high visibility clothing and gloves are provided for the Caretaking staff. Science Technicians, Design & Technology and Reprographic Technicians are provided with Laboratory/Warehouse coats, strong aprons and gloves as appropriate. Eye protection and dust masks are provided as appropriate.
- Other PPE will be provided where a risk assessment identifies the need.
- The Line Manager/Head of Department is responsible for the supervision and proper use of such equipment, and for complying with the Academy Policy on use, provision and maintenance of PPE.

21. Reporting Defects

- All hazards are reported in the first instance to the Caretakers who will liaise with the Business Director as appropriate. Serious defects are reported directly to the Business Director.
- The person reporting the defect must ensure that the area concerned is either safe or isolated from student/staff access.

22. Risk Assessments

- The Head of Curriculum Area or Line Manager is responsible for seeing that Risk Assessment is undertaken in their area.
- The individual teacher (or staff member) carries out the appropriate risk assessment for the designated activity.
- The Health and Safety Co-ordinator is responsible for ensuring that risk assessments are being conducted and will check by inspecting paperwork at least annually.
- It is the responsibility of any staff member with a specific medical condition requiring risk assessment i.e. Epilepsy or pregnancy to inform the Business Director who will then complete a risk assessment for the staff member if it is deemed there are potential risks to that staff member.
- It is the responsibility of Learning Managers to conduct a risk assessment and create a care plan for any student they are aware has a medical condition which may cause risk or require specific control measures.

23. Academy Trips/ Off-Site Activities

- Sequence to be followed:
 1. Seek approval of Trustees via Headteacher and Academy Leadership Team
 2. For residential, overseas or potentially hazardous activities read 'Beyond the School Gates' at this point
 3. Agree date, student numbers, transport arrangements, costs and supervision with the Headteacher or designated Academy Leadership Team members
 4. Complete Evolve (Educational Visit approval system)
 5. Produce draft letter to parents. Submit for approval and official typing
 6. In the event of overseas trips, the Academy visit record sheet must be completed and submitted to the Headteacher 3 months in advance of the trip. Ensure appropriate insurance cover
 7. For all other trips, at least 6 weeks' notice is required
 8. If not already done so, read 'Beyond the School Gates'
 9. Obtain parental consent in writing and any student medical history
 10. Conduct Risk Assessments, seek advice and determine emergency procedures
 11. On day of departure, submit register of actual participants and absentees.
- Full details are available in the Educational Visits Policy.

24. Academy Transport – e.g. minibuses

- The Trustees conform to County Council guidelines and training requirements.
- All drivers of the Academy minibus for trips involving students must undergo medical examination, training, obtain a minibus permit and operate strictly within Biddulph High School Transport procedures.

- The person designated as responsible for the minibus will conduct regular checks and will advise the Headteacher of any repairs.
- The approved minibus driver will conduct the checks described in the minibus procedures prior to each journey. The bus must only be driven if the approved driver is satisfied as to its safety.
- Only those with approved training, valid permit and insurance will be eligible to drive the minibus.
- The procedures for student safety must be followed at all times e.g. loading the bus, wearing of seat belts, disembarking procedures, emergency actions and standard of behaviour, motorway requirements etc.
- Full details are detailed in the Academy Transport Procedures.

25. Smoking & Vaping

- Smoking & Vaping is not permitted anywhere on the Academy site (including grounds).

26. Staff Consultation and Communication

- Health and Safety falls within the remit of the Governing Body's Site Finance and Staffing Committee, which meets each term.
- The Business Director co-ordinates arrangements for Health and Safety and provides a termly report to the Site Finance and Staffing Committee.
- Health & Safety is discussed at Departmental and School Council Meetings. The outcome is reported to the Health & Safety Co-ordinator if/when appropriate.
- Staff recommendations for improvement can be made directly to the Health and Safety Co-ordinator, via Head of Department or Line Manager or through the Staff Safety Representative. Student recommendations for improvement can be made directly to the Health & Safety Co-ordinator, via the School Council, or to a member of staff.
- Information is communicated to staff via the Health and Safety Notice Board and via staff briefings.

27. Stress and Staff Well-being

- Biddulph High School has procedures for supporting staff well-being, including:
 - Stress Risk Assessment in place.
 - Periodic Stress Surveys completed.
 - Free staff access to Fitness Suite and Sports Hall.
 - Yoga session held weekly for a nominal charge
 - Onsite car wash service fortnightly for a nominal charge
 - Staff Wellbeing Week held annually
 - Return to work interviews following periods of ill health.
 - Careful planning of Academy calendar to spread workload throughout the year where possible.
- Staff with health-related issues may discuss these with and seek support from:
 - Their Head of Department/Line Manager/'Mentor'.
 - The Headteacher.
 - Business Director.
 - Their GP/LEA Occupational Health Department/ Fit for Work Scheme
- The Leadership group regularly reviews working practices and staffing levels with a view to reducing work-related stress.

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

- Teachers must ensure adequate student supervision at all times
- When arranging after school or school holiday activities on site (including homework or revision sessions), teaching staff must ensure that the session is adequately supervised, and appropriate Health and Safety arrangements are in place.
- All staff absences must be reported to the designated person for covering staff absence.

- Heads of Year must check that all form tutors for their year group are present.
- Heads of Department must check that the departmental classes are covered.
- Students should only be allowed out of lessons with the permission of a teacher. A risk assessment must be completed and a corridor pass issued.
- All staff are required to complete a supervision duty as part of the directed time schedule. This includes a designated time before and after school and at least one break supervision per week.
- Many staff also assist with supervisory duties and contribute to the safe running of the Academy with voluntary lunch-time duties.
- Supervisory arrangements for out-of-school trips are detailed in the agreed procedures.
- The Business Director is responsible for verifying the identity, qualifications and references of newly-appointed staff (teaching, non-teaching and volunteers). A Disclosure and Barring Service (DBS) check is also conducted by the Business Director on persons employed by the **Trust**.

29. Training and Development

- The Business Director and Head of Department/Line Manager are responsible for the induction and briefing of new staff regarding Health and Safety procedures and safe working practices, and for ensuring that their staff receive appropriate information and training.
- Generic Health and Safety training and induction will be provided by the Business Director or her delegated representative. Heads of Curriculum Area will supplement this with departmental safe working practices.

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

- Designated DSE users who use DSE for the majority of their working day are entitled to free eye-testing from an approved provider in accordance with the Use of Display Screen Equipment policy.
- Defects in DSE should be reported to the ICT Technician.
- Health concerns together with any work-stations related issues should be re raised with the Line Manager/ICT Technicians.
- Other staff using DSE on a short term basis or intermittent basis should seek advice from the ICT Technicians.
- The normal maximum time spent at DSE without a break is 1 hours, although it is recommended that a 5-minute break from DSE to be taken every hour.

31. Vehicles on Site

The separation of pedestrians and vehicles is impractical if not impossible on site. Risk Assessments have been conducted with Police, LEA Property and Estates Division, SHSS resulting in the following guidance:

- The position of the school bus has been sited away from the School Gate to minimise the potential risk of accidents. Arrival and departure times have been agreed to minimise risk to students.
- Access to the site by contractors' vehicles is agreed as part of the Health and Safety procedures for the relevant contact
- Where appropriate, orders placed by the Academy will be accompanied by the instructions specifying delivery times.
- Students are not allowed on site in vehicles of any description including motorcycles until they are in possession of a full driving license
- Motorbikes, mopeds and scooters in the ownership of staff or students are not allowed on site at any time. There are no parking bays designated for motorcycles
- Peak times will be supervised by staff on a rota basis.
- A pass system will operate for student cars and exit from the site is not allowed until 10 minutes after the end of the school day.
- Peak times will be supervised by staff on a rota basis.

32. Violence to Staff / Academy Security

- In order to improve staff and student security most external doors have a secure pass entry system. Staff are issued with swipe and identity cards to operate the system.
- All visitors report to the main reception which is a secure waiting area with access control preventing unauthorised access to the Academy via the front entrance. Visitors also have to sign in and are issued with a pass.
- Training in managing aggressive visitors will be provided for vulnerable staff.
- All staff are required to report all incidents of verbal and physical abuse to the Headteacher, Business Director.
- Where individual members of staff are judged to be at risk, the Academy Management and/or Middle Management take preventative action to minimise potential aggression or violence.
- Further information is available in the Management of Violence and Aggression Policy.

33. Working at Height

- External contractors must provide their own access equipment and work in accordance with Working at Height Regulations. A safe method of work must be agreed with the Academy before work is allowed to commence.
- Students must not use steps, ladders or platforms etc. unless they have been trained to do so and are adequately supervised.
- Only designated staff who have received appropriate training and are appropriately dressed may use the above.
- Further information is available in the Working at Height Risk Assessment.

34. Water Hygiene

- The Academy subscribes to a service with Entrust for the provision of specialist advice, water hygiene risk assessments and for production of the Water Hygiene Record Systems Manual (RSM). This manual is stored in the Health and Safety Co-ordinator's office.
- The Headteacher is responsible for ensuring that the Water Hygiene RSM is complied with. This responsibility is delegated to the Health and Safety Co-ordinator and Caretakers.
- The Caretakers are responsible for carrying out weekly checks as identified in the Water Hygiene Record Systems Manual.
- Entrust is contracted to complete the monthly, quarterly and bi-annual checks and maintenance in accordance with the Water Hygiene Record Systems Manual. They also arrange the risk assessment review on behalf of the Academy every 2 years.
- Site staff must ensure that any contractors working on the water systems refer to, comply with and sign and the RSM before work commences, and that the RSM is updated upon completion.
- Further information is available in the Water Hygiene Policy.

36. Work Experience

- The policy and procedures used in Biddulph High School Work Experience Scheme for Year 10/Year 12/ Year 13 is drawn from the following publications:
 - Health and Safety on Work Experience (HSE)
 - Health and Safety on Training Programme – a Guide for Providers (WRMTEC 3/98)
 - Health and Safety Considerations (TEC)
 - Guide to Insurance, Health, Safety and Welfare (Staffordshire Partnership 2006)
 - Work Experience – Legal Responsibilities and Health & Safety (DfEE 1999)
- The communications between Academy, home, parent and employer follow the guidelines and model letters are available through the Work Experience Co-ordinator.

Work Experience Scheme: Biddulph High School

The Academy makes arrangements for:

- Students in Year 10 to attend organisations for up to two weeks in the Autumn Term for the purposes of work experience.
- All students on work related programmes in Year 11 to attend extended work placements.
- All students studying vocational courses at KS4/KS5 attend work placements during the course.
- Students on 'Alternative Provision' programmes to attend work placements on an extended basis as appropriate.

All efforts will be made to ensure so far as reasonable practicable, that students will not be exposed to any unnecessary risks to their Health and Safety and that adequate provision is made for their welfare whilst out on placement.

The Academy has procured a system for establishing the suitability of potential work experience providers both for the purposes of Health and Safety at work and insurance.

Employers (including work placement providers) are required under the Health and Safety (Young Persons) Regulations 1997 to undertake a risk assessment with a view to identifying any particular risk to young workers and children. Whenever the Academy is informed of any such risks, the Academy undertakes to inform the parent/guardian of students who are affected.

Further details on any aspect of this policy and its implementation can be obtained from the academy.		
REVIEWED	:	JUNE 2019
REVIEW DATE	:	SEPTEMBER 2020
Mrs E Robinson, Chair of Trustees	:
Date	:
Mr S P Ascroft, Headteacher	:
Date	:

“Working together to achieve our personal best”