

Health & Safety Policy

First reviewed:

Reviewed: Feb 2022

Next Review: Nov 2023

Reviewed by: Health & Safety Committee

HoD = Head of Department

HOY = Head of Year

SLT = Senior Leadership Team

SEN = Special Educational Needs

Introduction

The Governing Body recognises that making appropriate provisions for the health and safety of all persons using the school facilities and those participating in off-site educational activities is fundamental to the wellbeing of the school.

This Safety Policy, its supporting documentation and arrangements for implementation will meet our legal obligation and contribute to our objectives relating to continuous improvement on health and safety performance.

We are committed to high standards of health and safety and expect all staff to be familiar with the contents of this policy.

The Law

- The main legislation covering this area is the Health and Safety at Work Act 1974 and regulations made under that Act;
- The employer (the governing body) is responsible for health and safety, though tasks may be delegated to staff;
- Employees also have a duty to look after their own and others' health and safety;
- Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

Duties as an Employer

The School has a common law duty of care to its employees. In addition, Under the Health and Safety at Work Act 1974, as an employer the School has a duty to ensure that, so far as is reasonably practicable, the health, safety and welfare of employees are protected.

As far as is reasonably practicable, the School will ensure that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere e.g. work experience and off-site visits);
- all plant and equipment are 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 are competent to do their tasks and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others;
- a healthy working environment is maintained including adequate welfare facilities.

Duties as an Employee

The law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work;
 - Co-operate with these employers on health and safety matters;
 - Do their work in accordance with training and instructions;
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- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken;
 - In addition, teachers and other staff in schools have a common law duty to act, as any prudent parent would do when in charge of pupils;
 - Employees should follow any health and safety procedures put in place by their employer. However, if they feel that the procedure is inappropriate (e.g. too bureaucratic) they should discuss this with their employer and request that it is reviewed. Usually the head teacher will work with the employer to ensure that procedures at the school are proportionate, effective and appropriate.

What does assessing and managing risks mean?

- Health and safety law requires the employer to assess the risks to the health and safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them.
- Significant risks will be managed in line with regulations. Risk reduction measures will be implemented and annual review undertaken. Reviews will also be undertaken following an incident or significant change.
- School employers should always take a common sense and proportionate approach, remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.
 - Some activities, especially those happening away from school, can involve higher levels of risk. If these are annual or infrequent activities, a review of an existing assessment may be all that is needed.

Scope

This policy is specific to Woodside High School and off-site educational visits. It is supported by policies of other relevant organisations such as the Local Authority, Direct Service Organisations (DSO) and contractors working on site. The Health and Safety system will be integrated within the daily management of the school and will be continuously developed, maintained and implemented via a comprehensive series of documents which will include:

- The Statement of Policy
- Organisation
- Arrangements for implementation
- Working policy documents e.g. fire offsite visits
- Subject specific guidance.
- Risk assessments which are reviewed annually (or as necessary due to a change in circumstance)
- The policy recognises the legal duties and responsibilities owed to all users of the site and seek to develop standards which are significantly higher than those required by law as a means of contributing to the overall performance of the school by reducing accidents, injuries and ill health.

Aim

To provide the highest possible standard of health and safety commensurate with the operation of an educational establishment.

Objectives

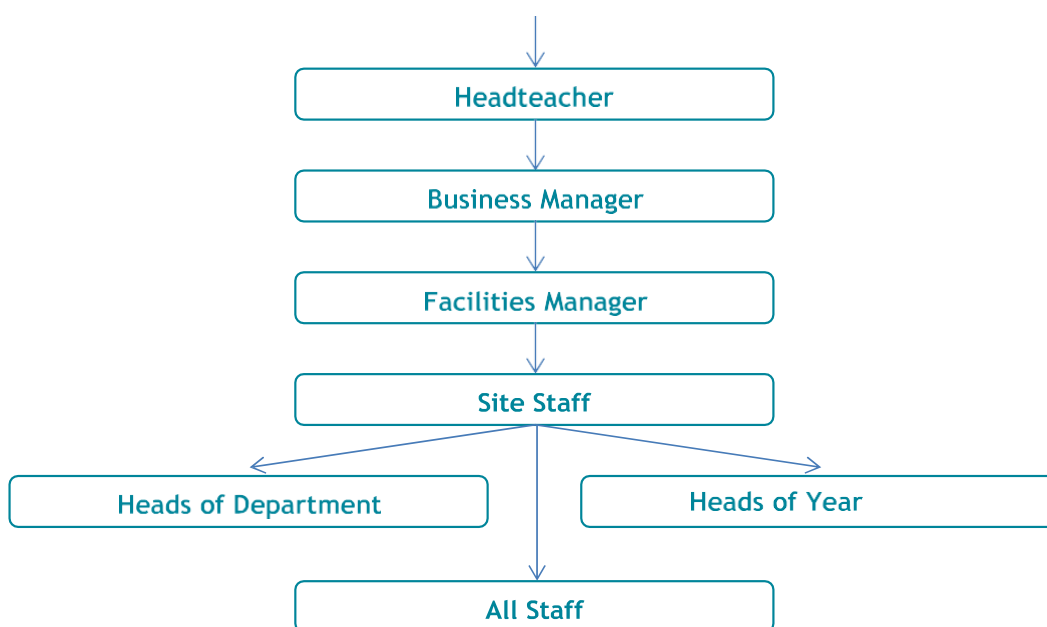
It is the responsibility of the governing body via the Headteacher and managerial staff to ensure that systems are in place, which will deliver a safe place of work for employees,

pupils and visitors. Equally it is the duty of all employees to co-operate with management on health and safety matters. The Governing Body expects each employee to take reasonable care of their own safety and that of others either under their supervision or who may be affected by their actions. The main objectives of this policy will apply as far as reasonably practicable and are as follows:

- To establish and maintain a safe and healthy environment throughout the school.
- To establish and maintain safe working procedures among staff and pupils.
- To make arrangements for ensuring safety and avoiding risks to health in connection with the use, handling, storage and transporting of equipment, articles and substances.
- To ensure the provision of sufficient information, instruction, and supervision to enable everyone to avoid hazards and contribute positively to their own health and safety at work.
- To maintain safe access and egress and separate movement of vehicles and people on site as far as is practicable.
- To ensure, as far as reasonably practicable, that educational visits are undertaken as safely as possible
- To formulate policies and procedures for use in case of fire and other emergencies including plans for the safe and effective evacuation of the school premises;
- To lay down procedures to be followed in case of accident;
- To provide and maintain suitable and sufficient welfare facilities.
- To develop a training plan to ensure that employees are trained to the appropriate level to fulfil their health and safety responsibilities.
- To monitor and review the effectiveness of health and safety systems with a view to continuous improvement.
- To ensure that staff are aware of the importance attached to Health and Safety and that management may invoke the School Disciplinary Policy in the event of non-compliance with the requirements of this Policy.

Organisation Chart

Governing Body



Organisation

The management of the schools requires the school staff and the Governing Body to work together to ensure health, safety and welfare objectives are achieved.

The Governing Body

- The Education Reform Act 1988 (ERA) gives governing bodies important powers and duties in controlling school premises and managing schools including health, safety and welfare responsibilities towards employees, pupils and visitors. In particular the Governing Body is responsible for:
- Ensuring that the Health and Safety Policy is implemented and monitored within the school;
- Ensuring that the school has considered its health and safety obligations and has made provision for meeting these obligations. Woodside High School will ensure that health and safety is an integral part of the schools development plan;
- Ensuring that the school has a clear written policy statement. The policy will ensure that the school's staffing structure appropriately reflects the responsibilities for carrying out the arrangements of health and safety from time to time governors will satisfy themselves that the policy is appropriate and being implemented as agreed;
- Receiving health and safety guidance and information distributed by the Education Department and ensuring that proper arrangements are made within the school for complying with the guidance;
- Ensuring that the Headteacher provides regular reports of accidents and dangerous occurrences and that these occurrences are reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). That any necessary alterations to working practices and procedures decided upon are implemented;
- Ensuring that appropriate facilities and opportunities are provided for accredited safety representatives to perform their duties;
- Ensuring that health and safety issues concerning the school are identified, decisions are taken and that effective action is carried through.
- Ensuring that all reasonable inspection facilities and information are provided on request to officers of the Education Department, Safety Officers of the Authority's Central Health and Safety Unit, Inspectors of the Health and Safety Executive (HSE) and any other bona fide Health and Safety Officials;
- Ensuring that conformity to safety standards for goods purchased and equipment installed form part of the school's purchasing policy;
- Ensuring that procedures exist for checking that any items offered for use by the school are safe;
- Ensuring that school journeys are arranged and properly supervised in accordance with DfE Guidance;
- Ensuring that suitable health and safety provision is made for pupils with additional needs and the staff involved;
- Will ensure that the school has a Health and Safety governor.

Planning and setting standards which includes:

- Ensuring hazards are identified, risk assessments are undertaken and standards are set to achieve health and safety objectives.
- Ensure clear plans for coping with sudden emergencies are developed and maintained. Developing a positive health and safety culture.
- Ensuring that a training plan is developed which enables appropriate training to be provided to employees so that they can fulfil their health and safety responsibilities.
- Provides induction training for new employees including temporary, part time and supply staff.

Headteacher's Responsibilities

The overall responsibility for all school health, safety and welfare organisation and activity rests with the Headteacher, who will:

- Work in conjunction with the governing body to revise and update on a continuing basis the Health and Safety Policy.
- Co-ordinate the implementation of the LA and governors' health and safety and welfare procedures in the school.
- Make clear any duties in respect of health and safety, which are delegated, to members of staff.
- Ensure that problems in implementing health and safety policy are reported.
- Ensure arrangements are in place for risk assessments of the premises and working practices to be undertaken, recorded and reviewed on a regular basis, and ensure that he/she is kept informed of accidents and hazardous situations.

Arrange annual review of the working documents and systems that support the policy such as: -

- Procedures
- Provision of first-aid in the school
- The risk assessments
- Off-site visits
- And make appropriate recommendations to the Governing Body
- Put in place procedures to monitor the health and safety performance of the school.
- Review regularly the dissemination of health and safety information in the school paying particular attention to newly appointed and temporary staff, volunteer helpers and other users of the premises.
- Develop a health and safety training plan for all employees (SmartLog)
- Maintain and keep up to date the master copy of the health and safety policy together with all accompanying documentation.
- Report to the Governing Body annually on the Health and Safety performance of the school
- To secure funding for any identified Health & Safety costs on any health & safety issues of concern

Responsibilities of the School Business Manager

The day to day responsibility for all school health, safety and welfare organisation and activity rests with the School Business Manager, who will:

- Be the focal point for reference on health safety and welfare matters and to give advice or indicate source of advice.
- Liaise with and report directly to the Headteacher/Business Manager on all matters of Health and Safety relating to buildings and grounds.
- Ensure the day-to-day implementation of this policy including the maintenance of appropriate risk assessments for school site activities and seeking the approval of the Headteacher for meeting the financial implications of identified control measures.
- Ensure that all certification and statutory inspections are kept up to date.
- To investigate accidents, dangerous occurrences and near misses in conjunction with the Headteacher with responsibilities for health and safety.
- In conjunction with Headteacher/Business Manager with responsibilities for Health and safety Issue updates as required to all holders of health and safety policy documents.

Responsibilities of the Premises Manager

The Premises Manager will:

- Maintain an understanding of Haringey Council Health and Safety Policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
- Control contractors working on the premises and ensure that hazard information has been exchanged and suitable risk control measures implemented;
- Ensure adequate security arrangements are maintained;
- Ensure the general cleanliness of the premises and that adequate welfare facilities are provided;
- Arrange 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;
- Ensure that adequate fire safety arrangements and emergency procedures are implemented and maintained;
- Ensure that plant and equipment is adequately maintained;
- Arrange or ensure the regular testing and maintenance of electrical equipment;
- Maintain records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
- Ensure that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
- Undertake thorough investigation of all premise related accidents/incidents. Ensure
- the availability of an accident book at each premise, and up to date Incident Reporting forms are available;
- Ensure 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;
- Ensure 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;
- Maintain a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Management) Regulations and make this available to contractors upon requests;
- Ensure that adequate systems are in place for the management of asbestos through the 'Asbestos Management Plan' and control of legionella and excessive water temperatures;
- Respond promptly to defect notification, i.e. notification of a defect that could affect the health and safety of building occupants/visitors,

Heads of Department

- Be responsible for ensuring the day-to-day operational requirements of the health and safety policy are implemented.
- Ensure that all departmental safety management systems are implemented including appropriate risk assessments.
- Will maintain an up to date copy of the health and safety policy together with all associated documentation relevant to the faculty involved.
- Notify the Facilities Manager and or Headteacher/Business Manager of any health and safety concerns and any financial implications identified by the Risk Assessment process.

Specific Risk Areas

Specific guidance, which is to be followed by all staff, is given in DFE and CLEAPPs documents on safe working in the following departments:

- Art activities
- Physical education
- Science activities

The Heads of these departments will be responsible for ensuring that:

- health and safety requirements are implemented on a daily basis
- the Facilities Manager and or Headteacher/Business Manager is advised of any health and safety concerns
- up to date copies of the health and safety policy and documents specific to the operation of the departments are maintained
- annual health and safety audit of equipment is undertaken and any remedial action/s implemented

Catering Operations

- The School's catering manager (who may be employed by Woodside High School or Caterlink Ltd) is responsible for ensuring that the health and safety requirements of the kitchen and dining areas and will ensure that the relevant parts of the school policy, especially those relating to emergency procedures, are followed by all catering staff.
- The Chef/Catering Manager will advise the Facilities Manager and or Head teacher/Business Manager of any health and safety concerns.

Contractors

- Contractors will have their own health and safety policies, method statements and risk assessments relating to their activities which must be followed on site. In addition, they must make themselves and their employees aware of relevant school requirements, especially in relation to emergency procedures as laid down in the contractor's safety rules.
- The Facilities Manager will oversee work by contractors and ensure that all paperwork is correct.

Lone Workers

- Guidance has been issued to all key personnel to ensure safety within their teams. Risk assessments have been carried out for those at risk as set out in the Lone Working Policy.

Classroom Teacher's Obligations

The health and safety of pupils in classrooms is the responsibility of class teachers. Class teachers are expected to:

- check classroom areas are safe;
- check equipment used is safe before use;
- Ensure safety procedures are followed;
- Give clear instruction and warnings to students as often as necessary;
- Report defects to the Facilities Manager;
- Avoid introducing personal items of equipment (electrical, mechanical) into school without authorisation from the Facilities Manager/Headteacher;
- Follow safe working procedures personally.

Obligations of all Employees

All employees are expected:

- To know the health and safety organisation and arrangements to be adopted in their own working areas and to ensure they are applied;
- To observe standards of dress consistent and appropriate with safety and/or hygiene;
- To exercise good standards of housekeeping and cleanliness;
- To know and to apply procedures in respect of fire, first aid and other emergencies;
- To use and not wilfully misuse, neglect or interfere with things provided for his/her own health and safety and/or the health and safety of others;
- To co-operate with other employees in promoting improved health and safety arrangements in the school;
- To co-operate with the appointed Trade Unions Health and Safety Representatives and the officers of the Health and Safety Executive or the Local Authority.
- To report all accidents, defects, dangerous occurrences and near misses to the Headteacher.

Site Team

- Have a general responsibility for the application of the school's health and safety policy to their own area of work, for the application of the health and safety procedures and arrangements.
- Will carry out regular health and safety assessments of the activities for which they are responsible, and report to the Facilities Manager/Business Manager any defects that need attention.
- Will ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training, supervision, to enable other employees and pupils to avoid hazards.
- Will advise the Facilities Manager and Headteacher/Business Manager on requirements for health and safety equipment and on additions or necessary improvement to plant, tools, equipment or machinery.

School Health and Safety Representatives

The Governing Body and Headteacher recognise the role of Health and Safety representatives appointed by a recognised Trade Union. Where there is no union-appointed safety representatives the Headteacher will appoint representatives of employee safety from volunteers in consultation with all staff. Health and Safety representatives must be allowed:

- To investigate accidents and potential hazards.
- To investigate complaints by constituents about matters relating to health, safety and welfare.
- To make representation to the employer about such matters arising from such complaint, and such investigation and on general issues affecting health, safety and welfare in the workplace.
- To carry out school inspection within directed time.
- To represent constituents in consultation with enforcement agencies.

- To receive information that inspectors are required to provide.
- To carry out a 'systems inspection' in order to examine policy, procedure and management.

Visitors and Other Users of the School

- Visitors and other users of the premises will be required to observe the health, safety and welfare rules of the school. In particular parents and other volunteers helping out in school, including those associated in self-help schemes will be made aware of the health and safety policy applicable to them by the teacher to whom they are assigned.

Distribution of Health and Safety Information

- The master copy of the Safety Policy, Risk Assessments, COSHH Assessments, Working Documents, Codes of Practice and guidance will be kept by the Facilities Manager and reviewed by the Business Manager. Staff must refer to these documents and seek advice whenever they are considering health and safety issues.
- Copies of the Safety Policy together with relevant documents concerning specific areas will be kept by Heads of Department, and Site Supervisors.
- The Health & Safety policy will be displayed on the health & safety noticeboard in the staffroom and staff will be expected to familiarise themselves with the contents. Where codes of practice, guidance and advisory booklets or leaflets are referred to in this policy copies can be found at the locations set out above.
- The Facilities Manager/Business Manager will issue updates, new guidance and approved revisions as soon as they become available.
- All new staff including part time, temporary and supply staff will be provided with a copy of the policy and will receive induction training that will include relevant health and safety issues through our school SmartLog system.
- The Health & Safety Law poster is displayed in reception and the staffroom noticeboard.

Accidents, Dangerous Occurrences and Near Misses

- **Immediate first aid accidents involving injury or ill health effects:** will be notified immediately to the welfare officer or the nearest first aider (see appendix 1) to facilitate first aid treatment. Where injuries are serious enough to warrant hospital treatment, authorised staff must telephone 999 for an ambulance to transport the patient to hospital, inform the next of kin and the Headteacher.
- **Completion of Accident Book:** Staff should ensure that all accidents involving injury or ill health effects are notified to the Welfare Officer with enough information to allow completion of the Accident Book.
- **Internal Reporting and Investigation:** a member of staff who witnesses, or is first on the scene or first to be informed of any accident, dangerous occurrence or near miss will complete the internal report form as soon as possible after the incident and send it to the Facilities Manager/Welfare Officer.
- **Compliance with RIDDOR regulations:** the Education H&S Advisor will determine which accidents and dangerous occurrences are required to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Guidance is given in L73 issued by HSE. The member of staff will complete the necessary report form (F2508:F2534 as appropriate) and, following consultation with the Headteacher, send it to the enforcing authority within

10 days of the incident.

In the event of a major injury or fatality the notification must be immediate, by telephone, with written confirmation (F2508) following as soon as possible.

Asbestos

- The School will manage so far as reasonably practicable, all asbestos containing materials under its control in such a manner as to minimise the risk of any person being exposed to the asbestos fibres.

COSHH - Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- Risk assessments required under COSHH will be undertaken on all hazardous substances. Competent persons will only carry out these assessments. For the purposes of this policy a competent person is one who has received sufficient training and has the knowledge and experience to make decisions about the risks and actions needed. The assessments and required actions will follow the guidance set out in the Approved Code of Practice (ACOP L5). The assessments will be carried out on COSHH 365 an online tool that takes you through the procedure and access relevant COSHH data sheets.
- In the vast majority of commercially available chemicals the presence of a warning label will indicate whether COSHH is relevant. Such labelling is required under the (Chemicals Hazard Information and Packaging for Supply) Regulations 1994-2000 (CHIP). These Regulations also require the supplier to provide a safety data sheet.
- COSHH also applies to biological agents connected to the workplace e.g. Legionella, dust in harmful concentrations, pesticides not covered by CHIP and substances produced in chemical processes.
- Copies of COSHH risk assessments and Data Sheets including actions required will be kept in accordance with Section 1 of this Part detailing the distribution of Health and Safety Information.
- As a general principle it is the policy of the governing body that, wherever possible, safer alternatives be considered when purchasing hazardous substances.
- The COSHH in relation to curriculum areas such as Design & Technology, Science, Art, and Food Technology are the responsibility of the Head of Department.

Display Screen Equipment

- The Health and Safety (Display Screen Equipment) Regulations 1992 require employers to minimise the risks for staff who habitually use DSE as a significant part of their normal work.
- Workstation risk assessments and training online using SmartLog.
- Eye tests should be facilitated for those staff falling within the regulations in accordance with the above guidance (No L26).
- Staff using DSE must ensure that the adjustable elements of their workstation are set to promote ease of use and comfort e.g. screen, mouse and keyboard position, height of seat, avoidance of glare and reflections, etc. More detailed information is available

in the guidance and in the HSE leaflet “Working with VDUs”.

Electricity at Work

- The Electricity at Work Regulations 1989 requires that electrical installations be maintained to prevent danger.
- Fixed installations will be inspected and tested by a competent authority at 5 yearly intervals and in the event of a fault developing.
- Portable equipment shall be checked in accordance with the guidance issued by the HSE and summarised in their leaflet “Maintaining portable equipment in offices and other low risk environments”
- In addition to the safety checks detailed above staff using portable equipment should take notice of the condition of plugs and flexes each time a particular piece of equipment is used and should report any faults identified to the Facilities Manager.
- Staff should ensure that all electrical appliances have up to date PAT testing stickers attached before use.

Emergency Procedures Evacuation

- Buildings will be evacuated in emergency situations such as suspected fire, bomb threat, gas leak or any other situation, which may cause an imminent risk to personal safety.
- In the event of a suspected fire, the alarms will be operated but in other cases such as a gas leak emergency contact procedures will operate to evacuate all buildings without sounding the alarms or operating any electrical equipment.
- In all cases buildings will be evacuated by the nearest fire exit route that is safe to the approved assembly points identified (See Evacuation Procedure). The Headteacher will determine when it is safe to re-occupy the buildings. (See Fire Plan).
- A PEEPS Fire plan should be completed for visitors, staff, and pupils with special needs (see PEEPS Policy).

Fire

- All fire appliances will be checked monthly by site staff and once a year by specialist maintenance personnel and the records kept on Safesmart.
- All fire stop doors must be free swinging at all times so that they are normally closed.
- Fire exit doors must be unlocked and easily accessible and open able from within the building. Hold open devices to fitted where practicable.
- The fire alarms will be tested on a weekly basis using a different call point each time and the results should be recorded on Safesmart.
- Fire Drills will be held termly or if circumstances change, when the Fire Marshals will record the evacuation time and the general performance of the drill. The Facilities manager also holds records of fire drills.
- Appropriate members of staff will be trained on how to use relevant fire appliances. Heads of Department and the Facilities Manager will identify fire-training needs and will incorporate that information into the Health & Safety Training Plan.
- Clear instructions must be issued to staff regarding the nearest fire call point, fire extinguisher, and the means of escape and assembly points during fire drills. These instructions must be issued on the first day of employment as part of the induction process. Details of Fire Marshals and assembly points are set out in Appendix 2.
- The school is inspected regularly by a Fire Prevention Officer to ensure compliance with relevant fire legislation including the Regulatory Reform (Fire Safety) order 2005. Fire risk assessments will be carried out using a competent contractor A Fire risk assessment will be carried in house out termly when carrying out safety tour the will

be logged on safe smart (see fire plan).

- During designated school closure periods, a sign-in system is operated to ensure staff on site is logged. The main risk is to site, administrative and technical staff and evacuation procedures are adjusted to ensure their safety. The procedures are kept on the reception desk.

Bomb Threat

- In the event of a warning the Headteacher will institute emergency evacuation procedures. Personal belongings should be taken out at the same time if that can be achieved without causing undue delay. This will facilitate the search process.
- Police will be informed.
- Any suspicious objects should be reported to line managers or directly to the Facilities Manager or Headteacher. Under no circumstances should the object be touched or moved.

First Aid

- First Aid boxes will be maintained at the sites specified in Appendix 4 to this part. It is the policy of the Governing Body that there will be sufficient numbers of trained First Aiders on the site at all times. Those with current certificated training are listed in the accident Reporting Policy Below 50 employees only an "Appointed Person" is required, between 50 and 100 employees 1 First Aider is required and 1 per 100 thereafter. In consideration of Pupil safety it is recommended that additional First Aiders in the ratio of 1 per 200 pupils be provided.
- The Admin/Welfare assistant is the "Appointed Person" for the purposes of the First Aid at Work Regulations 1981 and she will ensure that first aid box contents are replenished.
- A record of treatment given must be maintained by the qualified first aider or appointed person and shall be used in conjunction with the accident reporting and investigation procedures as a means of accident prevention. In addition good records of initial treatment may be valuable if further medical attention is required or if legal action is considered by those involved in an accident.
- Contractors will maintain their own first aid boxes and provide their own trained first aiders, although they will be allowed to use the school first aid boxes in an emergency. In that event the Welfare Officer must be notified so that replenishment can be organised.

Glass and Glazing

- Doors, which can be pushed open from either side, should have a viewing panel appropriate to users so that a clear view of the area close to both sides is allowed.
- Where windows and transparent or translucent surfaces in walls, partitions, doors, etc. pose a risk of injury they should be made of safety material or otherwise protected against breakage.

Inspections, Monitoring and Audit and Review of Performance

Inspection

- General inspections (Safety Tours) take place once per term by the Facilities Manager with the assistance of the Business Manager/Headteacher with responsibility for Health and Safety and in consultation with the Safety Representatives.
- In addition, Heads of Department will carry out monthly checks on their area of operation and report any problems to the Facilities Manager.

Monitoring

- The Safety Committee will meet at least once per term and usually following the termly inspection so that any issues found can be addressed.
- The Headteacher will monitor the school's performance on Health and Safety issues.
- The Governing Body will receive a report on the review and audit of Health and Safety at least annually and will have a standard item on the agenda of each meeting for any Health and Safety issues arising.

Audit and Review of Performance

- There will be an annual audit of all aspects of Health and Safety and the Safety Representatives will be invited to participate in the audit process. Findings will be reported to the Governing Body.

Management of Health and Safety

- Risk assessments and safe systems of work will be developed and implemented in each section by competent persons with the assistance of the Facilities Manager. These will be available to all employees and stored on the staff drive.
- The Governing Body wishes to ensure that health and safety becomes an integral part of the daily operation of the school and to that end it is essential that all employees comply with Section 7 of the Health and Safety at Work Act 1974. This section imposes duties on employees to take care of their own health and safety and that of others who may be affected by their actions or omissions. In demonstrating that care, staff will be expected to follow advice and training given and to report to their immediate line manager any hazards, incidents or near misses.

Manual Handling

- Manual handling causes over one third of all reported injuries. It is the policy of the Governing Body that management and staff will comply with the requirements of the Manual Handling Operations Regulations 1992 and the guidance issued by the HSE (L23).
- The general principles are to avoid manual handling wherever possible, to assess the risks where manual handling is necessary and to reduce those risks to the lowest level which is reasonably practicable.
- Training will be a key part of reducing the risks for those staff involved in manual handling.

New Plant, Machinery and Equipment

- The relevant requirements are contained in the Provision and Use of Work Equipment Regulations 1992 (PUWER) and the ACOP L22. It is the responsibility of manufacturers and suppliers to ensure that any article is designed and constructed to be safe and without risk to health when properly used. They must give instructions to purchasers as to the way in which the article may be used safely. This information will then be given to employees during instruction on safe use.
- The school will ensure new equipment conform with the essential requirements of applicable laws in operation (eg Machinery Directive) and all necessary risk assessments completed prior to purchasing and installation.
- Second hand articles or those belonging to staff will not be allowed to be used on site without the express permission of the Facilities Manager, who will not grant such permission unless sure that all Health and Safety requirements have been satisfied.

Noise at Work

- The Noise at Work Regulations 1989 as amended 2005 requires employers to assess and minimise the risks associated with exposure to high levels of noise. There is an Approved Code of Practice (L108) on the implementation of these regulations issued by HSE.

- In the school environment the circumstances where these regulations may apply are very limited. Assessments will be made on the noisiest activities to determine whether it is likely that they will apply e.g. woodworking and metalworking equipment and ride on grounds maintenance equipment.
- As a general rule the regulations will not apply where noise levels are below 85dBA. Where trigger levels are exceeded an external competent person will be commissioned to carry out the required assessment.

Occupational Health

Access to Occupational Health Services

- The school has access to an Occupational Health Service which can provide confidential assistance on a wide range of matters affecting personal health.
- Staff wishing to access this service should initially discuss the problem with their line manager.
- Where the health of an individual is causing concern for the health and safety of others, the school may refer that person to the Occupational Health Service.

Bullying

- Bullying of any employee will not be tolerated and will be regarded by the governing body as a disciplinary issue.
- The Department of Enterprise, Trade and Employment for Northern Ireland have created a booklet entitled 'Procedures for Addressing Bullying in the Workplace' have produced a useful 'Code of Practice' and management in dealing with such incidents will follow its contents.

Drugs and Alcohol Policy

- Where it is apparent that the behaviour and performance of an individual is impaired by drugs, substance misuse or alcohol to the extent that there is a potential risk to the health and safety of others the matter will be dealt with in accordance with the approved Drugs and Alcohol Policy.
- Managers have the option of involving occupational health services following discussion with the individual concerned in an attempt to provide constructive assistance. In serious cases managers may involve disciplinary procedures.

Health Surveillance

It is not considered that any employees on site are subjected to continued exposure to any substances, which are so hazardous as to require their health to be monitored. This will however be constantly monitored and the risks managed in line with prevailing regulations

Health Promotion

The Governing Body will make effort to provide a healthy workplace.

Legionnaires Disease

- Legionnaires disease is caused by ubiquitous bacteria which are present in water systems and when allowed to colonise and proliferate can cause serious outbreaks of disease. This is well recognised and an Approved Code of Practice (L8) has been issued by the HSE.
- Whilst it has frequently been associated with cooling towers it is also common in showers, whirlpool baths, spray taps and virtually any water system capable of generating airborne droplets that can be inhaled.
- A legionella risk assessment will be carried out by a water treatment company annually. The company will take samples of domestic water supplies for

microbiological testing three times per year. All water tanks will be chlorinated annually.

- Hot and cold water systems will be flushed through after holiday periods or if area is used infrequently to remove any stagnant water from the system and storage tanks will be checked for any growth of algae. Shower heads and taps will be disinfected and descaled monthly in conjunction with temperature readings. This will be undertaken by the site staff or the Contractors assigned by the Facilities Manager.

New and Expectant Mothers

The guidance issued by the HSE: 'New and expectant mothers at work - A guide for health professionals' will be followed.

Smoking Policy

Woodside High School operates a no smoking policy. There is no smoking in any part of the school or the grounds.

Stress at Work

- The HSE has issued guidance in HSG218 'Tackling work-related stress: A manager's guide to improving and maintaining employee health and well-being'. It has also issued in conjunction with the Education Service Advisory Committee a guidance document entitled 'Managing work-related stress: A guide for managers and teachers in schools'. It is the policy of the Governing Body that this guidance be followed.
- Other useful publications from HSE that employees can refer to are 'Work Related Stress - A short guide' and 'Tackling work-related stress - A guide for employees'.
- Management standards for dealing with stress are set out in section 3.10.4.
- The school has appointed a working party that is dedicated to the well-being of staff.

Violence at Work

Violence to any employee will be treated very seriously and the advice set out in the document issued by the HSE Education Service Advisory Committee will be adopted as the means of dealing with such incidents when they occur and in the development of strategies to minimise their occurrence.

Offsite Educational Visits/Activities

- A good practice guide has been issued by the DfE entitled 'Health and Safety on Educational Visits' which must also be followed and there is a borough guidance booklet that forms the basis of the school policy.
- Any teacher wishing to participate in an off-site visit must follow the school policy. This involves obtaining initial consent from the senior line manager for the area. They must submit a request for permission (from the leadership team) together with a risk assessment signed by the Headteacher and the delegated member of staff before the visit is due to take place within the recommended time scales.
- The full guidance pack with forms is included in the off site visits policy.

Personal Protective Equipment

The requirements of the Personal Protective Equipment at Work Regulations 1992 and the Guidance on Regulations issued by the HSE (L25) will be followed.

The circumstances where these regulations apply are fairly limited within school premises e.g. Science & Technology, but where risk assessment has identified that any personal

protective equipment is necessary it will be supplied by the school. Employees must then ensure that it is worn at appropriate times. Abuse of any PPE supplied is a direct offence under Section 8 of the Health and Safety at Work Act 1974.

Safety Representatives/Safety Committee/Consultation

- Under the Safety Representatives and Safety Committees Regulations 1977 employers must put in place arrangements to enable Safety Representatives to be consulted on appropriate health and safety issues.
- The Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with representatives or directly with non-union employees.
- Employers also have obligations under the Health and Safety (Information for Employees) Regulations 1989
- The governing body will fulfil these obligations through the Headteacher who will involve all staff including representatives in the development of health and safety. This policy details the methods of involvement including accompanied inspections, safety committee meetings, and development of risk assessments, disseminating information and assisting in developing training needs.

Site, Building and Staff Security and Safety

- The site should be securely fenced but where it is not possible to secure the whole site strategically placed CCTV cameras will provide a deterrent to unauthorised access.
- Separation of Vehicular and Pedestrian movement
- The Facilities Manager / Site Staff will ensure that car parking arrangements including those for disabled persons do not compromise the safety of pedestrians
- The Facilities Manager / Site Staff will ensure that when contractors are on site that their activities and vehicular movements do not compromise the safety of pedestrians
- The Facilities Manager will ensure that deliveries are not made during break or lunch times or for 15 minutes prior to the opening and after the close of school in order to avoid peak pupil movement times. If this is impracticable the Facilities Manager will make arrangements for the supervision of all such activities
- Separate access will be delineated for pedestrian access, which removes as far as reasonably practicable the risk of contact with moving vehicles.

Buildings

Each building is provided with appropriate security locks in order to reduce unauthorised access. It is important that entry doors are closed and not wedged open.

Staff

- All staff will wear personal badge identification that includes a photograph.
- Staff working either in isolated parts of the building and/or out of normal hours should follow the Lone Working policy.
- Cleaning staff should sign in with the site staff on commencement of work and sign out at the end of their shift.

Visitors

Visitors must sign in at reception and will be issued with a visitor badge that must be returned on leaving the site. Emergency evacuation procedures are also supplied and they are advised to stay with the person responsible for the visit.

Statutory Inspections and Examinations

Statutory inspections and examinations of boilers, pressure vessels lifting equipment and fire equipment will be carried out at statutory intervals by competent persons. The Facilities Manager who will confirm that arrangements for inspection and examination are made by the due dates will hold the register of these.

Supervision of Pupils

- The Headteacher shall take all reasonable steps to ensure that appropriate staff supervision is provided for pupils during lessons, extended schools activities and off-site activities.
- The Headteacher shall take all reasonable steps to ensure appropriate supervision by duty staff at break-time and lunchtime.
- All staff will share the responsibility for ensuring that pupils adhere to the school code of conduct in terms of their behaviour when moving between different parts of the building.
- Staff supervising pupils in and around practical rooms i.e. in science laboratories, gyms and sports hall, technology rooms, etc. will be responsible for ensuring that pupils' behaviour is safe and in accordance with the school code of conduct
- Staff supervising students during programmed extended schools activities should ensure that they have risk-assessed both the activity and venue (template available - all school classrooms are risk assessed for their current purpose with qualified staff using equipment). In addition, students should be registered using the standard template provided and should be escorted from the site at the end of the activity. For extended schools activities on-site, reception should be notified providing details of the named person and register of students within first 10 minutes of the session.
- A separate set of procedures are under development for students at risk when not attending lesson.

Training

- All employees shall be instructed as to possible hazards which may occur at their place of work and shall receive such information, instruction and training as may be deemed necessary to enable them to do their work in a safe and efficient manner. Safety training will be incorporated into an annual plan that will be approved by the Governing Body.
- Staff training records will be logged using the SMARTLOG administration system and compliance data will be made available to the Headteacher.

Training Plan

The training plan will cover:

- **Induction Training** Every effort must be made to ensure that all new staff receives appropriate induction training which should include making them aware of their statutory duties, emergency procedures, relevant risk assessments and an explanation of this policy. On the first day of employment the Safety Induction checklist must be completed and a copy of Parts I to III of this policy will be issued.
- **Management Training:** The Governing Body recognises that all sectors of management must receive the training necessary to enable them to effectively carry out their duties in the areas for which they are responsible.
- **Specialist Training:** the Headteacher will arrange specialised courses of training as appropriate for employees in the safety requirements of their duties. The need for such courses will have been identified in the Training Plan.
- **Fire Training:** all members of staff shall receive training on actions to be taken in the event of fire, advice on fire precautions and where necessary this will be carried out

Headteacher: Ms Angela Wallace BA Hons, PGCE, MA

on safe smart, practical training on the use of firefighting equipment and alarms (see fire plan). Training records to be kept on SmartLog.

Visitors

Employees will ensure that all reasonable steps are taken to safeguard visitors and that they are made aware of emergency procedures. In the event of an evacuation, visitors should accompany the employee they have come to see to the approved assembly point identified in Appendix 2 Fire Procedures.

Work Experience/Placements

- The Headteacher will ensure that all young persons under the age of 18 who are either employed by the school or placed on work experience are not subjected to any risk of injury or harm.
- Employees will be covered by this policy.
- The school will ensure that all placement locations are suitable having regard to Health and Safety legislation
- Where Parents or Pupils arrange their own work experience the Employer should be reminded of their responsibilities under the Management of Health and Safety at Work Regulations 1999 and should take into account the following matters: -
 - The inexperience, lack of awareness of risks and immaturity of young persons.
 - The fitting and layout of the workplace or workstation.
 - The nature, degree and duration of exposure to physical, biological and chemical agents.
 - The form, range and use of work equipment and the way it is handled.
 - The extent of the health and safety training provided to young persons.
 - The risks from agents or other processes carried out at the workplace.
 - The risk to the young person's health and safety must be assessed.
 - The protection measures to be taken.
 - Any risk notified to him/her by any other employer sharing the same workplace.
 - Any work beyond the young person's physical or psychological capacity.
 - Any work involving harmful exposure to agents, which are toxic, carcinogenic, and mutagenic or have chronic effects. Involving harmful exposure to radiation
 - Extreme heat or cold
 - Noise or vibration
- The appropriate procedures to be followed in the event of serious and imminent danger and the names of the competent persons who implement the procedures. The above are just some of the matters that employers should consider before allowing young persons to work in their establishments.

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