



# ST HILDA'S CE HIGH SCHOOL

## Health and Safety Policy

Date Policy prepared: September 2024  
Governor Committee: Health and Safety/HR Committee  
Policy agreed by committee: 9<sup>th</sup> October 24  
Date ratified by governing body: 26<sup>th</sup> February 2025  
Policy reviewed by: KK/JCo  
Date for next review (Annual): February 2026



## **PART 1. STATEMENT OF INTENT**

St Hilda's CE High School is committed to its responsibility for health, safety and welfare under The Health and Safety at Work etc. Act 1974, which imposes a statutory duty on employers to ensure, so far as is reasonably practicable, the health and safety of their employees whilst at work. This duty also extends to others who may be affected by its undertakings.

The co-operation all employees, visitors, contractors and members of the public is vital to the success of the policy.

The school recognises that successful management of health, safety and welfare aligns with improving the overall organisation culture and performance, whilst also directly supporting the objectives of the visions, aims and values.

This policy sits alongside and supports all other school policies, arrangements and procedures.

The school is committed to the effective implementation of this policy by:

- continuously improving a health and safety management framework that clearly defines the council's health and safety requirements, and identifies those responsible for implementation of those requirements
- accepting that health, safety and welfare is an essential management responsibility
- providing competent support to managers at all levels, to improve and maintain a consistently high standard of health and safety management in their area of responsibility
- providing adequate resources, through staffing, time and finance
- recognising that the prevention of accidents, incidents and work-related ill-health requires effective management and leadership
- effective and ongoing monitoring of health and safety performance through audit, inspection and statistical review, with the aim of continuous improvement
- ensuring all employees meet their legal responsibilities at work, including management of their own health, safety and wellbeing, through all level involvement and co-operation
- ensuring staff take responsibility for their own health and safety, and that of others who may be affected by their acts or omissions
- provision of effective information, instruction, training and supervision
- proactively promoting and encouraging work-life balance and staff wellbeing
- consulting with staff on matters affecting their health, safety and welfare at work via trade unions, appointed safety representatives, employee representatives and health and safety committees
- ensuring co-operation with our partners, suppliers and contractors, in order that they assist with our aim of pursuing continuous improvement towards the prevention of injury and ill health

The policy will be formally communicated to all levels within the organisation and applicable external responsibilities, including partners, suppliers and contractors, as required. All positions of managerial

responsibility are accountable for ensuring that the policy and all supporting policies and procedures are implemented within their area of control.

The policy will be reviewed periodically or following significant change within the organisation, and revised, as required.

For and on behalf of St Hilda's CE High School governing body.

Signed:

**Jo Code**

**Headteacher**

A short, vertical yellow bar, likely a placeholder for a signature or stamp.

Date: 03/10/24

## **PART 2. ORGANISATION**

**At school level duties and responsibilities have been assigned to staff and governors as laid out below.**

### **Responsibilities of the Governing Body**

The Governing Body is responsible for the effective planning, directing, monitoring and reviewing of all health, safety and welfare matters within the school. In the discharge of its duty and in consultation with the Head Teacher, it will make itself familiar with the requirements with all applicable health and safety legislation and any other codes of practice or guidance that are relevant to the running of the school. The Governing Body will ensure:

- That suitable resources are allocated to allow the effective implementation of this policy.
- That adequate regard is paid to health, safety and welfare considerations in all contracts entered into by the school.
- Those they appoint to manage and/or assist are competent in all relevant health, safety and welfare issues.
- Adequate legal consideration to risk is taken during the procurement of work equipment and substances.
- The safety culture is maintained through active involvement and promotion of good health and safety practices.
- Arrangements are in place to measure, monitor and review health, safety and welfare performance.

### **Responsibilities of the Head teacher:**

The Head Teacher is responsible to the Local Education Authority and the school Governors for all matters concerning the health, safety and welfare of all within the school premises and related activities, including staff, students, visitors and contractors. They are responsible for the implementation of policy objectives.

Assistance in this role is provided by the school senior management team and all positions with specific health and safety responsibilities. The Head Teacher, assisted by the senior management team, is required to:

- Ensure that they understand the health, safety and welfare legislation relevant to the work activities.
- Ensure there are adequate arrangements in place for implementing school specific health, safety and welfare procedures and that they are effectively managed.
- Ensure their management teams take full account of health, safety and welfare issues when planning, developing or introducing new work methods, systems, equipment or materials and consult on these matters with staff and their representatives.
- Seek guidance and advice from competent persons to ensure compliance with relevant health and safety legislation.
- Ensure risk assessments are undertaken that implement suitable and sufficient controls, to manage all activity hazards through reasonably practicable measures.
- Ensure adequate resources are available to effectively implement health, safety and welfare practices.
- Ensure all staff receive adequate information, instruction, training and supervision to enable them to undertake their roles.
- Maintain the safety culture through active involvement and promotion of good health and safety practices.
- Ensure all relevant health, safety and welfare issues are communicated.

- Ensure their management teams co-operate with relevant council services on health, safety and welfare issues.
- Demonstrate a commitment to health, safety and welfare, holding managers under their responsibility accountable for their safety performance.

### **Deputy Head Teacher and Heads of Curriculum**

The Deputy Head Teacher and Heads of Curriculum are responsible for supporting the Head Teacher in their health, safety and welfare duty of care to all staff, students, visitors and contractors within their control. They are responsible for effectively managing the curriculum, in accordance with LEA guidance and the School Health, Safety and Welfare Policy, and for implementing all associated school procedures. Management of the premises and activities, using reasonably practicable controls, will be carried out through measures including:

- Communicating and ensuring compliance with health and safety controls and procedures for team activities under their control.
- Ensuring all staff are adequately informed, instructed, trained and supervised.
- Informing staff of the requirement to report any issues, concerns or shortfalls regarding work activity controls in place.
- Ensuring risk assessments are carried out to effectively manage all foreseeable workplace and activity hazards under their control.
- Ensuring risk assessments are periodically monitored and reviewed.
- Carrying out health and safety inspections, as required and to an extent reflective of the work activity hazards of the team.
- Ensuring all equipment, materials and substances, supplied for use at work, are suitable for the intended purpose and are appropriately stored and maintained.
- Ensuring all staff are fully aware of relevant emergency procedures.

- Ensuring all accidents, violent incidents, ill-health, near misses and unsafe conditions are recorded, reported and investigated.
- There is suitable and sufficient first aid provision within each department.
- Active involvement and promotion of good health and safety practices, to maintain the safety culture.
- Co-operating with safety representatives in carrying out their functions.
- Attending relevant health and safety training to ensure they remain competent to fulfil the responsibilities of their role.
- Ensuring suitable and sufficient risk assessments are in place for staff with an extended duty of care.

Management positions at all levels must ensure that all controls within their responsibility, including risk assessments, safe working procedures, emergency procedures, inspections and testing, are carried out and reviewed periodically, as detailed within the Health and Safety Unit's guidance notes, which are available via the intranet.

### **Responsibilities of employees**

All staff are expected to co-operate in the implementation of this policy by acting with due regard for their own health, safety and welfare and that of others who may be affected by their acts or omissions. This will be achieved by:

- Co-operating with line managers, enabling them to carry out their legal responsibilities under relevant health and safety legislation.
- Reporting hazards and any shortcomings to their line manager.
- Working in accordance with any health and safety information, instruction or training provided.
- Not intentionally interfering with anything provided in the interests of health, safety and welfare.



- Active involvement and promotion of good health and safety practices, to maintain the safety culture.
- Disclosing, to an appropriate position, details of any known medical condition or other reason that makes them incapable, unfit for, or puts them at risk from any work activity.

### **Persons responsible for premises management**

The persons responsible for premises may be held by an individual role or through shared responsibility, including the Head Teacher, Site Manager, Business Manager or Caretaker. This person(s) is responsible and accountable to their Governing Body for coordinating the health, safety and welfare arrangements within the buildings and grounds. The responsibility for work activities and practices of staff within the premises is held with relevant line management.

Persons responsible for premises management will ensure that:

- Buildings and grounds risk assessments are carried out and all controls in place are suitable and sufficient, considering reasonably practicable measures.
- There are co-ordinated and scheduled building inspections, to ensure that building structures and equipment are safe and adequately maintained.
- Access and egress through premises are unobstructed and without hazards.
- Records of all statutory testing and inspections are maintained.
- Adequate security measures are in place.
- Fire risk assessments are undertaken, and all measures of fire protection and prevention are adequately maintained and tested.
- Emergency procedures are in place, practiced and records maintained.
- Premises risk assessments are undertaken and all hazards sufficiently managed, including asbestos, legionella, electricity, gas, passenger and goods lifts and powered doors, gates and barriers.

- Contractors are appropriately selected and monitored with regard to their health and safety performance. All relevant building related risk assessments and information is shared with contractors, where appropriate.
- Health, safety and welfare information relating to the school premises is made readily accessible to all with relevant authority, upon request, including safety representatives.

## **Hirers**

When the premises are used for purposes not under the direction of the Head Teacher then the person in control of the activities, for which the premises are being used, will have responsibility for the health and safety of all practices carried out.

The full extent of access permitted to hirers within the building and grounds will be clearly determined.

All relevant building related risk assessments and associated information is shared with hirers, where appropriate, including emergency procedures.

The Head Teacher or school appointed co-ordinating position for premises hiring will seek to ensure that all hirers using the buildings or grounds conduct themselves, and carry out their activities, in a manner that all statutory and advisory safety requirements are met at all times.

The Head Teacher or hiring activity co-ordinator will ensure that hirers of the school premises provide written confirmation of public liability insurance. This cover will be provided prior to any hiring activity use.

Suitable school liability insurance will be in place when the school premises or facilities are being used outside of normal working hours but for school sponsored or run activities. The organiser of any non-school sponsored or run activities, even if a school or council employee, for the purposes of this policy will be treated as a hirer.

Advice on levels of liability insurance cover required will be obtained from the appropriate insurance cover provider and/or LCC Insurance Manager.

All hirers using the school premises or facilities must be familiar with the School Health Safety and Welfare Policy, all associated procedures, and comply with all specific safety instructions provided for the school or city council.

**Note for all managerial positions with health and safety responsibility:**

All management levels with responsibilities outlined within this policy or related procedures must make certain that effective arrangements are in place to ensure these functions are maintained in their absence.

### **PART 3. ARRANGEMENTS**

*Detailed information on Liverpool Council expectations is given in the Councils "Liverpool School HSW Policy 1 & 2"* The following list of arrangements covers the key elements of a Health and Safety policy

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

<b>RISK ASSESSMENTS</b>
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**General Risk Assessments**

The school risk assessments (for all activities, teaching and non teaching, premises and one off activities) will be co-ordinated by the H&S Manager in consultation with relevant department heads. The Risk Assessments will follow guidance contained in the Education Health and Safety Handbook and issued by the HSE. Risk Assessments are approved by the headteacher.

These risk assessments are available for all staff to view and are held centrally in Staff Shared (s:) Information

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

**Individual Risk Assessments**

Specific risk assessments relating to individuals, e.g. staff member or young person/pupil are held on that person's file and will be undertaken by Health and Safety Manager or Health and Safety Officer

It is the responsibility of staff to inform their line manager of any medical condition (including pregnancy) which may impact upon their work. Such risk assessments will be reviewed on a regular basis.

**Curriculum Activities**

Risk assessments for curriculum activities will be carried out by the Head of Department/ Subject teacher or Health and Safety Officer using the relevant codes of practice and model risk assessments developed by national bodies.

Whenever a new course is adopted or developed all activities are checked against the model risk assessments and significant findings incorporated into texts in daily use

St Hilda's has a subscription to CLEAPSS and in science and DT their publications<sup>1</sup> are used as sources of model risk assessment in addition to the models available.

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<sup>1</sup> CLEAPSS Science and D&T publications CD Rom or via [www.cleapss.org.uk](http://www.cleapss.org.uk)

**OFFSITE VISITS**

All offsite visits will be planned following guidance contained in the Staff Handbook, School Trips Policy and the Local Authority Educational Visits Policy.

The member of staff planning the trip will submit all relevant paperwork and risk assessments relating to the trip to the school's Educational Visit Coordinator (EVC) who will check the documentation and planning of the trip and if acceptable initially approve the visit before referring to the headteacher and Senior Leadership Team or Local Authority as appropriate.

**HEALTH AND SAFETY MONITORING AND INSPECTION**

A general inspection of the site will be conducted termly and be undertaken / co-ordinated by the schools Health and Safety Manger/ Officer. Records of such inspections will be kept.

Monitoring inspections of individual departments will be also be carried out by Heads of Department or nominated staff. The person(s) undertaking such inspections will complete a report in writing of any significant findings and submit this to the head teacher.

A named governor will be involved / undertake an inspection on an annual basis and report back to both the relevant sub-committee and full governing body meetings. This governor monitoring will also cover management systems in addition to inspecting the premises.

Advice and pro forma inspection checklists can be found in Smartlog, the schools health and safety software, and is also provided as part of the schools Service Level Agreement with Liverpool City Council.

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



## FIRE EVACUATION AND OTHER EMERGENCY ARRANGEMENTS

The head teacher is responsible for ensuring the fire risk assessment is undertaken and implemented following current legislation. The fire risk assessment is also found on Smartlog and reviewed on an annual basis.

### Fire Instructions

These documents are made available to all staff and included in the establishments induction process.

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

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

### EMERGENCY PROCEDURES Fire

#### and Evacuation

Fire and emergency evacuation procedures are detailed in the staff handbook and a summary posted in each classroom/office.

These procedures will be reviewed at least annually.

*Emergency contact and key holder details are maintained by Focus Fire & Security*

### Fire Drills

☐ Fire drills will be undertaken twice per year, and a record kept in the fire log book;

### Fire Fighting

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

- Ensure the alarm is raised BEFORE attempting to tackle a fire.
- Details of service isolation points (i.e. gas, water, electricity) can be located in the ground Floor Plant Room
- Details of chemicals and flammable substances on site. An inventory of these will be kept by Health and Safety Manager and Heads of Department as appropriate, for consultation.

<b>INSPECTION /MAINTENANCE OF EMERGENCY EQUIPMENT</b>
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**TESTING OF THE FIRE ALARM SYSTEM**

Fire alarm call points will be tested weekly in rotation by the Facilities Manager and a record kept in the fire log book. This test will occur on Fridays after 4:30pm

Any defects on the system will be reported immediately to the alarm contractor / electrical engineer McGoff & Vickers 0151 922 6441

A fire alarm maintenance contract is in place with McGoff & Vickers and the system tested quarterly with a full annual test.

**INSPECTION OF FIRE FIGHTING EQUIPMENT**

Claughton Fire Protection undertakes an annual maintenance service of all firefighting equipment.

Ongoing weekly checks that all firefighting equipment is available for use and has not been tampered with are performed by the Facilities Manager.

Defective equipment or extinguishers that need recharging should be taken out of service and reported direct to Claughton Fire Protection on tel. 0151 652 6366

**EMERGENCY LIGHTING SYSTEMS**

These systems will be checked for operation monthly in house by the Facilities Manager and annually by McGoff & Vickers 0151 922 6441

Test records are located in the site's fire log book held in the Facilities Managers office.

**MEANS OF ESCAPE**

Key holder (usually Facilities Manager) who opens building performs a daily checks for any obstructions on exit routes and ensures all final exit doors are operational and available for use.

<b>FIRST AID AND MEDICATION</b>
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**FIRST AID BOXES ARE LOCATED AT THE FOLLOWING POINTS:**

Reception / Science Laboratories / Home Economics Rooms / Art & DT rooms and Workshop / PE Office / Library

Departments are responsible for regularly checking that the contents of first aid box are complete and replenished as necessary. A check should be made at least termly. Extra stock is held by the Health & Safety Officer and at Student Services

**Automated External Defibrillators(AEDs) are located at the following points:**

Reception  
Sports

**Where AEDs have been installed as part of the school's first aid equipment, it shall be ensured that:**

- they are available for use and in good working order;
- they are located in easily accessible locations which are highly visible and well signposted;
- there are a sufficient number of employees fully trained in their use (free, interactive, online CPR training by the British Heart Foundation can be accessed via this link [revivr.bhf.org.uk](http://revivr.bhf.org.uk))
- separate pads are provided for adult and paediatric use (pupils aged 1 to 8), as required;
- a suitable maintenance contract is in place for the device; - pads, batteries and other consumables are replaced as necessary.
- regular inspections of AEDs are undertaken by the site team to detect faults with the device and are recorded on smartlog

First Aiders should undertake either a one-day Emergency First Aid at Work (EFAW) or a three-day First Aid at Work (FAW) training course, which is valid for three years.

EFAW training enables a first aider to give basic emergency first aid to someone who is injured or becomes ill at work.

Courses should involve at least 6 hours of training and be run over a minimum of 1 day. FAW training includes Emergency First Aid at Work (EFAW) and equips the first aider to recognise and treat a wider range of specific injuries and illnesses. Courses should involve at least 18 hours of training and be run over a minimum of 3 days.

The School has a number of first aiders to ensure that first aid provision is constant and proportionate to the number of students and employees in the school. All First Aiders have undergone the Emergency First Aid at Work training within the past 3 years with 2 x staff currently being First Aid at Work qualified and therefore act as Senior First Aiders. A list of current first aiders can be viewed in the main office or by request from the school. A full record

of first aider training is available from the school.

The Headteacher will ensure that first aiders have a current certificate and that replacements are found for those staff that leave employment

Drivers will check that any vehicles are properly equipped with first aid boxes before they are used.

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

The school will follow the procedure for completion of incident/accident records in accordance with HSE guidance.

### **Administration of medicines**

All medication will be administered to pupils in accordance with the DfE Guidance.

The only medication kept and administered within school are those prescribed specifically for a pupil at the request of the parent / guardian and with the consent of the head teacher. Records of administration will be kept by Student Services. No member of staff should administer any medicines unless a request form has been completed by the parent / guardian.

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

Where children need to have access to emergency medication i.e. asthma inhalers, epi-pen etc., it will be kept in Student Services, and clearly labelled and in a locked cabinet.

### **Health Care Plans**

Health care plans are in place for those pupils with complex medical needs e.g. chronic or ongoing medical conditions (e.g. diabetes, epilepsy, anaphylaxis etc)

These plans are reviewed annually and written precautions / procedures made available to staff.

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

## ACCIDENT REPORTING PROCEDURES

In accordance with the LA's accident/incident reporting procedure employees must report accidents, violent incidents, dangerous occurrences, and near misses on the relevant City Council forms and where required RIDDOR.

Copies of these forms are available at the Student Services and Reception.

- ▣ The local accident book in Student Services is used to record all minor incidents to pupils & staff.
- ▣ School accident reports will be monitored for trends and a report made to the Governors, as necessary.
- ▣ The Headteacher, or their nominee, will investigate accidents and take remedial steps to avoid similar instances recurring. Faulty equipment, systems of work etc. must be reported and attended to as soon as possible.

### Reporting to the Health and Safety Executive (HSE)

Incidents involving a fatality or major injury will be reported immediately to the Education Health and Safety team on 01992 556478 and the Health and Safety Executive (HSE) on 0845 300 9923 or on-line at <http://www.hse.gov.uk/riddor/>.

### Reportable injuries

Incidents resulting in the following must be reported to the HSE within timeframes specified by HSE.

- fractures (other than to fingers, thumbs, and toes)
- amputation of an arm, hand, finger, thumb, leg, foot or toe
- any injury likely to cause permanent blinding or reduction in sight in one or both eyes
- any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- serious burns (including scalding) which:
  - cover more than 10% of the body

- cause significant damage to the eyes, respiratory system, or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours
- Over-7-day incapacitation of a worker
  
- Occupational diseases

Any incident notified to the HSE must also be reported to the Education Health and Safety Team.

<b>HEALTH AND SAFETY INFORMATION &amp; TRAINING</b>
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**Consultation**

The school H&S committee meets termly and consists of Governors / Business Manager / Health & Safety Officers

The governing body meets termly and Discussion of health, safety and welfare issues affecting staff, pupils or visitors form part of the agenda. Action points from meetings are brought forward for review by school management.

**Communication of Information**

The Health and Safety Law poster is displayed in the Reception / Kitchens / Sports Hall

The LA Education Health and Safety Team may be contacted direct at:

☎ **Tel.** 0151 225 2689 / 2934 / 2648/ 2639 / 2587 / 2648 / 2677

☎ **email:** [healthandsafetyunit@liverpool.gov.uk](mailto:healthandsafetyunit@liverpool.gov.uk)

**Health and Safety Unit**

**Liverpool City Council**

**Cunard Buildings**

**Liverpool**

**L3 1AH**



Trade union health and safety representatives have functions that include:

- Representing their members in consultation with management on matters affecting the health, safety and welfare of those they represent.
- Requesting appropriate information from the relevant services within the council to assist in maintaining a safe working environment for all staff.
- Investigating workplace hazards and welfare issues.
- Carrying out workplace inspections.
- Involvement in accident and incident investigations.
- Representing their members in consultation with external authorities, as required, including HSE Inspectors.

#### **Provision of information, instruction and training**

The school will provide information, instruction and training, as required, to sufficiently manage all significant workplace and work activity risks. The form and content of these provisions will be proportionate to the level of risk and periodically reviewed, considering changes in legislation, best practice and guidance from relevant external bodies.

All employees will be provided with appropriate health and safety information, instruction and training during their employment, including:

- On appointment.
- Before being required to carry out new or unfamiliar tasks.
- Periodically to ensure sufficient skills, knowledge and competence are maintained.

Training records are held by HR/Health and Safety Manager who is responsible for coordinating health and safety training needs and for including details in the training and development plan. This includes a system for ensuring that refresher training (for example in first aid) is undertaken within the prescribed time limits.

The Headteacher will be responsible for assessing the effectiveness of training received.

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

## LONE WORKING

Staff are encouraged not to work alone in school. Work carried out unaccompanied or without immediate access to assistance should be risk assessed to determine if the activity is necessary.

Work involving potentially significant risks (for example work at height) **should not** be undertaken whilst working alone.

Where lone working cannot be avoided staff should consult the Personal Safety & Lone Working documents.

- ☐ Obtain the Headteacher's/senior member of staff's permission and notify him/her on each occasion when lone working will occur.
- ☐ Ensure they have means to summon help in an emergency e.g. access to a telephone or mobile telephone etc.
- ☐ When working off site (e.g. when visiting homes) notify a colleague of their whereabouts and the estimated time of return. [staff undertaking home visits to obtain as much background information as possible about the child/family being visited]
- ☐ Key holders attending empty premises where there has been an incident or suspected crime should do so only once the out of hours security person from Focus Security has arrived to accompany them
- ☐ Report any incidents or situations where they may have felt "uncomfortable".

<b>PREMISES AND WORK EQUIPMENT</b>
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**Statutory inspections**

Regular inspection and testing of school equipment is conducted by appropriate contractors according to set timescales (these are detailed in the property managers questionnaire). Records of such monitoring will be kept by the Facilities Manager.

The Facilities Manager is responsible for identifying all plant and equipment in an equipment register and ensuring that any training or instruction needs, personal protective equipment requirements are identified and relevant risk assessments conducted. Any equipment restricted to those users who are authorised / have received specific training is detailed in the register.

All staff are required to report to Facilities Manager and/or Heads of Department any problems found with plant/equipment. Defective equipment will be clearly marked and taken out of service by storing in a secure location pending repair or disposal.

**Curriculum areas**

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

**Electrical safety**

All staff should monitor the condition of plugs, cables and electrical equipment and conduct a quick visual inspection prior to use.

All portable items of electrical equipment will be subject to PAT (portable appliance testing) annually, conducted by an outside contractor

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

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

**External Sports equipment**

PE equipment is subject to an annual inspection by an external contractor and records will be stored

on the school Smartlog system.

<b>FLAMMABLE AND HAZARDOUS SUBSTANCES</b>
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Every attempt will be made to avoid, or choose the least harmful of, substances which fall under the ***“Control of Substances Hazardous to Health Regulations 2002”*** (the COSHH Regulations).

Within curriculum areas (in particular science and DT) the heads of department are responsible for COSHH and ensuring that an up to date inventory and model risk assessments contained in the relevant national publications (CLEAPSS, Association for Science Education's "Topics in Safety" etc.) are in place.

In all other areas the establishments nominated person(s) responsible for substances hazardous to health Cleaning Supervisor / Facilities Manager / Catering Manager

They shall ensure:

- ▣ an inventory of all hazardous substances used on site is compiled and regularly reviewed.
- ▣ material safety data sheets are obtained from the relevant supplier for all such materials.
- ▣ risk assessments are conducted for the use of hazardous substances (where generic risk assessments are available e.g. for products purchased from Hertfordshire Supplies, these are adapted to suit specific use of material on site)
- ▣ all chemicals are appropriately and securely stored out of the reach of children.
- ▣ all chemicals are kept in their original packaging and labelled ( no decanting into unmarked containers).
- ▣ suitable personal protective equipment (PPE) has been identified and available for use.

PPE is to be provided free of charge where the need is identified as part of the risk assessment.

## **RADIOACTIVE SOURCES**

The school follows CLEAPSS guidance L93 in Managing Ionising radiations and Radioactive sources.

- ☐ Liverpool Councils Radiation Protection Officer are Elaine Halsall / Dave O'Hare
- ☐ CLEAPSS provide the Radiation Protection Adviser (RPA) service.
- ☐ Member of staff in charge of radioactive sources (RPS) is Kate Finch (Teacher of Physics) and is responsible for ensuring all records pertaining to radioactive sources are maintained.

**LIFTING AND HANDLING**

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

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

All manual handling activities which present a significant risk to the health and safety of staff, will be reported to Facilities Manager / Health & Safety Officer and where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees who must follow the instruction given when carrying out the task.

**Emergency Evacuation Moving and Handling**

Several staff serving as Fire Marshals who may need to move and handle pupils have received appropriate training (both in general moving and handling people techniques and specific training on any lifting equipment, hoists, slings etc. they are required to use).

Equipment for moving and handling people is subject to inspection on a 6 monthly basis by a competent contractor.

**CONTRACTORS**

All contractors used by the school shall ensure compliance with relevant health and safety legislation, guidance and good practice.

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

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

**School managed projects**

Where the school undertakes projects direct the governing body would be considered the 'client' and therefore have additional statutory obligations.

These are managed by the Business Manager/Health and Safety Manager/ appointed Project Manager who will ensure that landlords consent has been obtained and, where applicable, all statutory approvals, such as planning permission and building regulations have been sought. This would include whether CDM<sup>2</sup> regulations will apply.

Contractors will be asked to provide risk assessments and method statements specific to the site and works to be undertaken. The school, contractor(s) and any subcontractor(s) involved will agree the risk assessment and safe systems of work to be used prior to works commencing on site.



**WORK AT HEIGHT**

Working at height can present a significant risk, where such activities cannot be avoided a risk assessment will be conducted to ensure such risks are adequately controlled. A copy of this assessment will be provided to employees authorised to work at height.

When working at height (including accessing storage or putting up displays) appropriate stepladders or kick stools are to be used. Staff must not climb onto chairs etc.

The establishments nominated person(s) responsible for work at height is (are)  
Facilities Manager / Health & Safety Officer

The nominated person(s) shall ensure:

- ▣ all work at height is properly planned and organised;
- ▣ the use of access equipment is restricted to authorised users;
- ▣ all those involved in work at height are trained and competent to do so;
- ▣ the risks from working at height are assessed and appropriate equipment selected;
- ▣ a register of access equipment is maintained and all equipment is regularly inspected and maintained;
- ▣ any risks from fragile surfaces is properly controlled.

## APPENDIX 15

### DISPLAY SCREEN EQUIPMENT (DSE)

All staff who use habitually use computers as a significant part of their normal work (significant is taken to be continuous / near continuous spells of an hour at a time) e.g. admin staff, finance staff etc. shall receive training on risk assessing their work area on the school Smartlog system every three years.

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

## APPENDIX 16

### VEHICLES ON SITE

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

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

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

## APPENDIX 18

### MINIBUSES

Facilities Manager/HR will maintain a list of nominated drivers who have received training in order to drive a minibus and conducts an annual check of their driving licence.

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All minibus drivers should receive training from an accredited trainer

The Facilities Manager is responsible for the undertaking regular checks on the vehicles and the schools operation of minibuses follows council advice.

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<sup>3</sup> All drivers must hold a full Category B (car) licence, non-employees must have held this for at least two years. For minibuses over 15 seats, employees who first obtained a Category B (car) licence after

1 January 1997 must additionally obtain Category D or D1 by passing a medical and the Passenger Carrying Vehicle (PCV) theory and practical driving tests. This also applies to all drivers with pre-1997 licences if they intend to drive a minibus abroad.

**LETTINGS / SHARED USE OF PREMISES**

Lettings are managed by Business Manager/ Assistant Site Manager following City council and Governor Guidance. Hirers must abide by the Hire Agreement completed before the booking. All individual lettings are required to complete a risk assessment before the hire. Public Liability Insurance is essential and a site induction is carried out by the Assistant Site Manager before the booking takes place. A disclaimer for hire is also obtained when a booking is agreed.

Emergency arrangements are covered in the Fire and Emergency policies.

**STRESS / WELLBEING**

The school and governing body are committed to promoting high levels of health and well being and recognise the importance of identifying and reducing workplace stressors through risk assessment, in line with the HSE and Council's management standards.

A detailed system is in place within the school for responding to individual concerns and monitoring staff workloads.

Staff also have access to an employee assistance programme to provide support when needed details are displayed on the staff notice board and can be accessed via line managers.

LEGIONELLA

The school complies with HSE and Council advice on the potential risks from legionella

A water risk assessment of the school has been completed and the Facilities Manager is responsible for ensuring that operational controls are being conducted and recorded in the water log book.

This will include:

- ▣ identifying and flushing rarely used outlets on a weekly basis and after school holiday periods.
- ▣ conducting necessary water temperature checks (monthly)
- ▣ disinfecting / descaling showers, or other areas where water droplets are formed (quarterly)

Annual testing/assessment will be carried out by: Knowsley Building & Environmental Services Ltd

<b>WORK EXPERIENCE</b>
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The school has a separate work experience policy which is regularly reviewed and updated the College staff are responsible for managing and co-ordinating work related learning within the school following guidance contained in the [Health and Safety Handbook\\*](#) and in accordance with the Quality Standard for Work Experience<sup>4</sup>.

The school retains a duty of care for all students undertaking work experience and must ensure the placement is appropriate, therefore:

- ▣ All students are briefed before taking part in work experience on supervision arrangements and health and safety responsibilities.
- ▣ All placements (including private placements) are subject to pre-placement checks. No work experience placement will go ahead if deemed unsuitable. (If schools do not use the LA's preferred suppliers, pre-placement health and safety assessments **must** be carried out by competent people<sup>5</sup> and supporting documentation completed)
- ▣ Where work placements form part of the vocational qualification offered by a FE college then the college is responsible for ensuring equivalent placement checks are conducted.
- ▣ Every student will receive a placement job description highlighting tasks to be undertaken and any necessary health and safety information which is passed onto the parent / carer.
- ▣ Arrangements will be in place to visit/monitor students during the placement.
- ▣ Emergency contact arrangements are in place (including out of school hours provision) in order that a member of school staff can be contacted should an incident occur.
- ▣ All incidents involving students on work placement activities will be reported to the placement organiser / Head of House at the earliest possible opportunity.

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<sup>4</sup> <http://www.dcsf.gov.uk/14-19/index.cfm?go=site.home&sid=49&pid=404&ctype=None&ptype=Contents>

<sup>5</sup> In order to be deemed competent an individual should hold a suitable nationally accredited/recognised qualification(s). E.g. IOSH (The Institute of Occupational Safety and Health) Managing Safely qualification, Health and Safety for Work-placement Personnel course or HSS8 (Formerly ENTO Unit D) Review Health and Safety Procedures in Workplaces. In addition to having occupational competence, knowledge and understanding in relation to sector specific placements. Particularly in high risk placements such as construction,

agriculture, equestrian etc.

## APPENDIX 22

### CONTROL OF NON-EMPLOYEES

The standards set out for health, safety and welfare by this policy are also the minimum required for all third parties entering into contract, partnership, procurement, letting work or services with the city council or school.

All non-employees undertaking work for the school, including contractors, consultants and volunteers, will be subject to a suitable selection process, ensuring adequate competence to undertake all aspects of health, safety and welfare within their responsibility.

All contractors will be required to provide the school with adequate information and appropriate documentation regarding the risks to health, safety and welfare arising out of their work. This requirement will be prior to any works commencing. The school will also ensure that any non-employee working on their premises are provided with appropriate instruction and/or information regarding all known risks associated with the work they are undertaking.

Procedures for regular monitoring will be in place to ensure all required standards are implemented and maintained.

**REVIEW**

The health, safety and welfare policy statement, organisation responsibilities and arrangements for its implementation will be periodically reviewed and revised, when necessary.